

Job Applicant's Availability Survey

Applicant's Name: _____ **Date:** _____

When considering applicants for employment, we like to make a good match between our scheduling needs and the needs of the applicant (you). We are asking that you complete this questionnaire and turn it in with your completed application form.

Please select your preference:

How many hours per week would you prefer to work?

- 10 or less
 about 18
 about 32
 40 or more

What is the maximum number of hours you are able to work?

- 10 or less
 about 18
 about 32
 40 or more

What is the minimum number of hours you would accept?

- 10 or less
 about 18
 about 32
 40 or more

Please **X-out** any days and times of the week you are **NEVER** able to work:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning							
Afternoon							
Evening							
Late night							

Please **check** the days and times of the week you would **PREFER** to work:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning							
Afternoon							
Evening							
Late night							

Please feel free to use the back of this survey to note any specific plans for upcoming vacations or any other specific times you know you will need to take off.

Please note: We need a response to the questions above because we are required to be a 24 hour/day, 7-day/week business. Indicating a flexible schedule enhances your opportunity for employment. Applicants who have limited availability will be considered if such a schedule is available. *Failure to complete this form may adversely affect your employment prospects.*