Interactive Employee Availability Form

This interactive employee availability form was built by the team at When I Work to allow your employees to easily provide you with the hours and days that they are available to work.

INSTRUCTIONS

This form can be filled out on the computer, saved and printed through Adobe Acrobat. It can also be printed and filled out manually.

Check this box if this is a change of availability

The hours the employee is available should be entered for each day

The days in which the employee prefers to work and/or available to be on-call can be checked.

Click in the text field to enter in the relevant information.

Click on **CLEAR** button to remove all existing data from the document.

Click on **PRINT** button if you'd like to fill out the form manually, or you can fill out the form on your computer before printing.

NOTE: The PRINT button may not work in programs other than Adobe Acrobat. If the button is unresponsive, you will simply need to proceed with printing as you would with any other document.

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Today 100,000 workplaces rely on When I Work for employee scheduling, time clock, and communication.

When I Work®

Employee Availability Form

This is a change of availability

INSTRUCTIONS Enter the hours for each day that you are available. Check the days that your prefer to work, along with whether you are available to be on-call.

If this is a **change in the days**, or hours of availability, please check the "This is a change of availability" box above.

Employee
Name

Department

Total Hours
Desired

Full Time   Seasonal

Part Time

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours Availabile							
	Preferred	Preferred	Preferred	Preferred	Preferred	Preferred	Preferred
	Available On-call	Available On-call	Available On-call	Available On-call	Available On-call	Available On-call	Available On-call

_____   _____
Employee Signature   Date

_____   _____
Manager Signature   Date

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