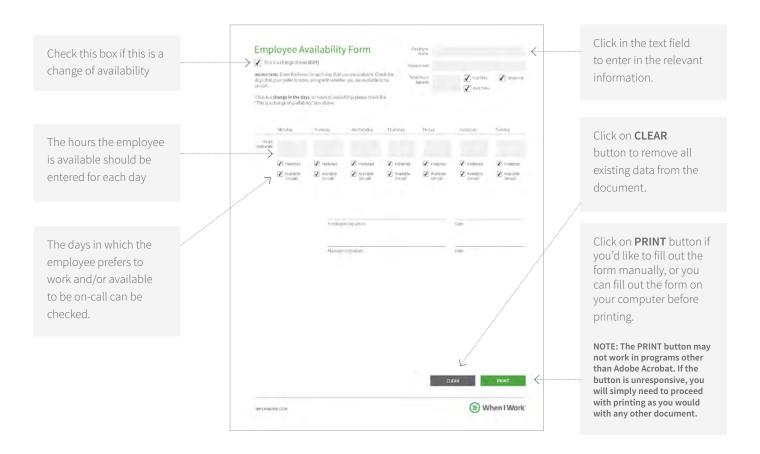
Interactive Employee Availability Form

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.



MANAGE EMPLOYEE SCHEDULING AND AVAILABILITY IN OUR FREE APP. IT'S FREE FOR UP TO 75 EMPLOYEES..

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



Employee Availability Form

This is a change of availability

Department

Employee Name

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.

Total Hours Desired

Full Time

Seasonal

Part Time

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

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours Availabile							
	Preferred						
	Available On-call						
		Employe	Employee Signature			Date	
		— Manage	Manager Signature			Date	