

EMPLOYMENT APPLICATION

Availability Form (Clerk Typist 3 – Recreation)

Please complete this availability form and submit to Human Resources with your cover letter, resume and required certifications by the posting deadline.

Section 1 – Applicant Contact Information

Applicant Name	
Date of Application	
Date available to start work	

Section 2 – Availability List

Place a check mark (✓) for all days and times you are available to accept a shift.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
5:45 a.m. to 1:45 p.m.							
8:30 a.m. to 4:30 p.m.							
11:00 a.m. to 7:00 p.m.							
5:00 p.m. to 10:00 p.m.							
7:45 a.m. to 3:45 p.m.							
9:00 a.m. to 5:00 p.m.							
3:30 p.m. to 9:30 p.m.							
12:00 p.m. to 8:00 p.m.							

Shift times are subject to change.

Section 3 – Additional Information

How many hours are you hoping to be scheduled for each week?

Do you have any scheduled vacation? If yes, please provide dates.

If applicable, provide us with any additional information regarding your availability?