

Employee Availability Information

Employee Name _____

Home/Work Phone _____

Email _____

Desired Department _____

Please list the HOURS you are available to work on a regular basis.

<i>Monday I can work</i>	_____
<i>Tuesday</i>	“ _____
<i>Wednesday</i>	“ _____
<i>Thursday</i>	“ _____
<i>Friday</i>	“ _____
<i>Saturday</i>	“ _____
<i>Sunday</i>	“ _____

EXAMPLE:

<i>Monday I can work</i>	4-9pm
<i>Tuesday</i>	“ 9am-3pm
<i>Wednesday</i>	“ anytime
<i>Thursday</i>	“ no hours
<i>Friday</i>	“ no hours
<i>Saturday</i>	“ anytime
<i>Sunday</i>	“ anytime

What date are you available to start working at Andes? _____

Do you need time off Nov. 25, 26, and 27? (Thanksgiving)

Yes No

If yes, please explain.

Do you need time off Dec. 24 to Jan. 1? (Christmas)

Yes No

If yes, please explain.

Do you need time off Feb. 19, 20, and 21? (Presidents Day Weekend)

Yes No

If yes, please explain.

Are there any other days you know of that you need off at this time?

Are you available to continue working through the last day of the ski season? (Usually near the end of March)

Yes No

Thank you for taking time to fill out this form. The information is helpful to us in our hiring process. This form will go into your personnel file, so please sign and date before turning in.

Signature: _____

Date: _____