



AVAILABILITY FORM

Name: _____ Date: _____
(Please print)

Position(s) Applying For: _____

Kingsmill Resort is open year-round, seven days a week, and for many areas, 24 hours per day. The purpose of this form is to establish your working availability. The information that you provide will help determine the best location for your placement. **Please ensure that you are specific and accurate when providing the times you are available.** Applicants with the greatest availability will be given first consideration for positions. Providing your availability **does not** constitute an agreement of scheduling and/or hours, as all shifts are scheduled according to business levels and may change as needed.

This form is **NOT** a schedule request form. If you are aware of specific dates you cannot work at this time, please indicate them below. **If you are hired and change your availability after your hire date, Kingsmill Resort may or may not be able to work with your changes.** You will need to submit a new Availability Form to request changes and for approval purposes.

I am available for the following (check all applicable boxes):

☐ I am fully available to work any hours (mornings, evenings, weekends, holidays)

I am **NOT** fully available and can work the following days and times (earliest to latest):

<input type="checkbox"/>	Monday	From	_____	am/pm	until	_____	am/pm
<input type="checkbox"/>	Tuesday	From	_____	am/pm	until	_____	am/pm
<input type="checkbox"/>	Wednesday	From	_____	am/pm	until	_____	am/pm
<input type="checkbox"/>	Thursday	From	_____	am/pm	until	_____	am/pm
<input type="checkbox"/>	Friday	From	_____	am/pm	until	_____	am/pm
<input type="checkbox"/>	Saturday	From	_____	am/pm	until	_____	am/pm
<input type="checkbox"/>	Sunday	From	_____	am/pm	until	_____	am/pm

I can begin working on: _____

I can work through/until: _____

Note: If you are still in school, please remember the important dates you may not be available to work such as Prom, Graduation, Sports Camps/Practices, Band Camps/Practices and Homecoming. If you are not sure of the dates at this time, you must request them as time off after hire. Please note any dates here that you will be unable to work:

APPLICANT SIGNATURE: _____