



EMPLOYMENT AVAILABILITY SHEET



This form will be utilized to schedule employee work shifts. Updated information should be submitted to your immediate Supervisor. Employees are hired based on availability; therefore if an employee's availability changes the number of hours scheduled may be increased or decreased

Date: _____

Did you previously work as a seasonal employee for the City of Medina? Yes No

EMPLOYEE INFORMATION:

Name: _____ Email: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Phone: (____) _____

Area of Employment: Parks Cemetery Job Position: _____

Start Date: ___/___/___ End Date: ___/___/___

Desired Amount of Hours a Week: _____

Please keep in mind that normal working hours are Monday – Friday, 7:00 am – 3:30 pm. Weekend hours will also be available occasionally.

SCHEDULING AVAILABILITY: This information will be used to schedule work.

Please place an "X" in the times you cannot work on a consistent basis. Consider travel time, meetings, and other consistent commitments you may have. Please be thorough.

	5am	6am	7am	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	8pm	9pm	10pm
Sunday																		
Monday																		
Tuesday																		
Wednesday																		
Thursday																		
Friday																		
Saturday																		

Request Off Specific Dates and Times (in addition to what is noted above):

