Your First (Personal) and Last (Family) Name:

Position for which you are applying: Date Completed:

The availability listed here is applicable from to

How certain are you of this availability?

**Availability Form: Higher Ed., ESL, or Professional Consultant**

***When completing this form, give significant thought to travel time, public transportation schedules if applicable, and any other factors that would impact your ability to arrive at least 5 minutes before your shift begins so clients are not left waiting.***

***If you write “Difficult,” we may still schedule you for that time if no one else is available. “Only until” means you can finish a session at the half-hour mark, write any immediate notes before leaving the premises, and not be late to a class or other job. “Only after” means you can be here, signed in, and ready to help your clients at the half-hour mark.***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Mon.** | **Tue.** | **Wed.** | **Thu.** | **Fri.** | **Sat.** | **Sun.** |
| 7:00-8:00 AM |  |  |  |  |  |  |  |
| 8:00-9:00 AM |  |  |  |  |  |  |  |
| 9:00-10:00 AM |  |  |  |  |  |  |  |
| 10:00-11:00 AM |  |  |  |  |  |  |  |
| 11:00 AM-12:00 PM |  |  |  |  |  |  |  |
| 12:00-1:00 PM |  |  |  |  |  |  |  |
| 1:00-2:00 PM |  |  |  |  |  |  |  |
| 2:00-3:00 PM |  |  |  |  |  |  |  |
| 3:00-4:00 PM |  |  |  |  |  |  |  |
| 4:00-5:00 PM |  |  |  |  |  |  |  |
| 5:00-6:00 PM |  |  |  |  |  |  |  |
| 6:00-7:00 PM |  |  |  |  |  |  |  |
| 7:00-8:00 PM |  |  |  |  |  |  |  |
| 8:00-9:00 PM |  |  |  |  |  |  |  |
| Choose an item. |

Use this page to explain what content (classes/disciplines/professional areas) you’re qualified to support. Generally speaking, content in this section is what you’re able to support with only a day or two of turnaround time from when you’re contacted about the course.

In this section, include content that you would be able to support with about a week of preparation/review time. This information may be from a course that you took/taught several years ago and where you need to brush up, a software where you feel reasonably proficient but recognize some gaps, etc.