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: K to 12**

***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. |

List here all grades and courses you are able to support at this time. If you anticipate adding new content soon, note it as will with that caveat. For example, Grades 5-8 Math and Science or Grades 9-12 Social Studies and English