

**NEW HIRE
CANDIDATE AVAILABILITY**

(Please print clearly)

Candidate Name: _____ **Date:** _____
(Print name)

Please write down when you **are AVAILABLE** to work for each day of the week.

Due to the nature of our business, your availability will greatly affect the opportunities we can consider for you. Please make sure your information is accurate. We ask all successful applicants to commit to this availability, if hired, for a period of at least **3 months**.

| | | |
|------------------|--------------|------------|
| Monday | Start: _____ | End: _____ |
| Tuesday | Start: _____ | End: _____ |
| Wednesday | Start: _____ | End: _____ |
| Thursday | Start: _____ | End: _____ |
| Friday | Start: _____ | End: _____ |
| Saturday | Start: _____ | End: _____ |
| Sunday | Start: _____ | End: _____ |

Please note:

Preference will be given to candidates who are willing to work evenings and weekends.

Anytime that you require a temporary change to your regular availability, a Time Off Request Form is required

Please answer the following questions regarding your availability:

1. Do you have any commitments that would require time off work over the next 3 months?

No Yes If 'Yes', please specify: _____

2. Are you able to commit to the above availability for at least 3 months?

No Yes

3. If hired, would you be available to start your shifts right away?

No Yes If 'No', please specify: _____

4. What areas of the city are you available to work in: (Please circle all that apply)

CBI Edmonton: NE, NW, Westmount, Downtown, Coliseum, Castledowns, Northgate, Dickensfield
We Care Edmonton: SE, SW, Sherwood Park, Beaumont, Leduc, Rural, Fort Saskatchewan, Devon, Range Roads

5. What other areas outside the city are you available for work? _____, _____, _____

6. How many hours per week would you like to work? _____ (hours/week)

Candidate Signature : _____ Date: _____

Interviewer Signature: _____ Date: _____