



## Updated Staff Information

Full Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Birthday (MM/DD): \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Emergency Contact (Name & Phone): \_\_\_\_\_

### Availability

	MON	TUES	WED	THURS	FRI	SAT	SUN
<b>Current Availability</b> <i>(list start to end time you can work, or a general "mornings, mid-day, evenings")</i>							
<b>Preferred Availability</b> <i>(list start to end time you'd rather work, or a general "mornings, mid-day, evenings")</i>							

Transportation:  Own Personal Car  Shared Car  Bus  Live Within Walking Distance

Any Future Scheduled Vacation Plans or Schedule Notes:

### Acknowledgement

I verify this information is correct, and I agree to fill out this form upon any changes to my contact info or availability. I understand that my current availability must reflect my initial agreement to work when first hired, and if not, it will require management approval. I acknowledge that the preferred schedule does not guarantee those days or hours will be met.

Sign: \_\_\_\_\_ Date: \_\_\_\_\_