

**Parker Corporate Services, Inc.**

**Employment Availability**

**Division:**    Pacific Security       Action Cleaning Service       Business Extension Service

**Instructions:** In order to schedule you for shifts, we need accurate information on your availability. Please remember that most clients require security nights, weekends and holidays.

Below, please fill in the box with a specific range of time you can work.  
*Example: 1800-0600 or "Any" if you can work at any time that day.*

**New Hire**

My current availability is:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

COMMENTS:  
\_\_\_\_\_  
\_\_\_\_\_

**TIME OFF**

Please list any times in the next 60 days when you will not be available to work, due to prior plans. Remember, as a new hire, you have no seniority and will be expected to work on holidays.

\_\_\_\_\_  
\_\_\_\_\_

**Change of Availability**

I, (print name) \_\_\_\_\_, need to change my hours of availability due to:  
\_\_\_\_\_.

Beginning \_\_\_\_\_, until \_\_\_\_\_, my availability will be:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

**CONTACT INFORMATION**

Preferred method of contact (*check one*):    Phone       Email

Best phone # to contact you: \_\_\_\_\_

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

Alternate Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

*Note: The alternate contact is someone who can help us locate you for extra work. This is optional.*

NAME: \_\_\_\_\_ ETime #: \_\_\_\_\_

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

Employee Signature

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

Manager Signature