[Company name] employee availability form

Tell us when you can work, so we can build a schedule that fits. Please return it to [your manager or the office] by [date].

1. About you

Your name

Role or position

Phone or email

Employee ID (if you have one)

---

2. When these answers start

These answers apply from (date)

This is: [ ] my first availability form [ ] a change to my availability [ ] my availability for a new season

3. When you can work

Tick every shift you can work. Tick Not available for a day you can never work. Our shifts are: Morning [7 am to 12 pm], Afternoon [12 pm to 5 pm], Evening [5 pm to 10 pm].

Day	Morning	Afternoon	Evening	Not available
Monday	[ ]	[ ]	[ ]	[ ]
Tuesday	[ ]	[ ]	[ ]	[ ]
Wednesday	[ ]	[ ]	[ ]	[ ]
Thursday	[ ]	[ ]	[ ]	[ ]
Friday	[ ]	[ ]	[ ]	[ ]
Saturday	[ ]	[ ]	[ ]	[ ]
Sunday	[ ]	[ ]	[ ]	[ ]

4. Hours

The most hours you can work in a week

The fewest hours you would like in a week

Can you pick up an extra shift at short notice? [ ] Yes [ ] Sometimes [ ] No

5. Dates you already know you cannot work

List dates or date ranges (exams, a trip, an appointment). To ask for time off, use the usual time off request too.

---

6. Anything else

Anything else that shapes when you can work (school hours, a second job, transport, child care). Share only what you are comfortable sharing.

---

7. Sign and date

Your signature and today's date

For the manager

Received on: _____ Entered in the availability sheet on: _____

Replaces the form dated: _____ Notes: _____

For the person who builds the schedule

Read this before you hand the form out.

- Fill in every [square bracket]: your company name, who collects the form, the return date and your real shift times. Rename the shifts if yours differ, and change them in the sheet's Settings tab too.
- Ask for a form when someone starts, again each season (a new school term, summer, the holidays) and whenever someone tells you their hours have changed.
- One form per person. When a new one comes in, it replaces the old one: write the date on it and note which form it replaces.
- Availability shows when someone can work. It is not a promise of hours, from you or from them.
- Scheduling rules differ by state and city. Some places set how far ahead you post a schedule, or give workers the right to say when they cannot work. Check your state and local rules before you set your process. This form is not legal advice.

Typing a paper form into the weekly availability sheet

Write the grid as one line in the sheet's Availability column: each day, a colon, the shifts with commas, and a semicolon between days. Leave out days with nothing ticked. For example: Monday: Morning, Evening; Tuesday: Evening. That is the same shape an online form's export uses, so paper and online answers sit side by side.

Want to collect availability online? The post at hornetforms.com/blog/employee-availability-form shows how to build this form with a days-by-shifts grid and send each answer to Google Sheets.