

Student Employee Work Availability**

Date:

Student Name:

Student Banner Id Number:

Availability for what Semester and Year: _____

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours Available	9am – 11am	11am – 12am	None	11am – 12am	No classes Available All Day	All Day	None
	6pm – 9pm	3pm – 5:30pm		After 2pm			

Example:

Please Type in Your Availability Below: Indicate the times that you are available to work for each day of the week, being as specific as possible. Many campus employers offer evening and weekend hours, so be sure to include your night and weekend availability below.

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours Available							

How many total hours would you like to work per week?

Students are not permitted to work more than 20 hours per week, all positions combined, during the academic calendar and may not exceed 25 hours per week, all positions combined, during summer semester and breaks.

Below tell us any additional information about your availability:

****Save this file onto your local device, enter your information and then save it and upload to Handshake.****