**Student Employee Work Availability\*\***

Date:

Student Name:

Student Banner Id Number:

Availability for what Semester and Year: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Example:**

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

**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.\*\***