

**PREFERENCE FOR SHIFTS**

Employee name: \_\_\_\_\_

Employee Location (city & zip): \_\_\_\_\_

Phone #: \_\_\_\_\_

Email address: \_\_\_\_\_

Dates of schedule period: June 9-September, 2009

Employee Status:

Current Clients: \_\_\_\_\_

\_\_\_\_ Less than half-time (6-19 hrs/wk)

Previous Clients: \_\_\_\_\_

\_\_\_\_ Half-time (20-29 hrs/wk)

\_\_\_\_ Full-time (must be available for up to 40 hrs/wk)

**\* NOTE \* FT hours are likely not available unless staff work weekends**

**\* To be eligible for FT status, staff must be available for up to 40 hrs/wk (12 shifts minimum)**

**BDI Standard Shift Time-Frames:**

Shift 1: 7a – 12p

Shift 2: 12p-4p

Shift 3: 4p-7:45p

**\* NOTE:** If Staff not available for the entire shift time, they can present their schedule to their supervisor and exceptions may be made on a case-by-case basis.

**\* NOTE:** If you check that you are only available for 1 shift on weekend days, then you will likely have to work 6 days/wk in order to get FT hours. If you do not check your weekend availability, it will be assumed that you are available for all 3 shifts on the weekends.

**Please indicate your availability for each day of the week on the chart below by checking each box in which you are available:**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Shift 1</b> (7a-12p)							
<b>Shift 2</b> (12p – 4p)							
<b>Shift 3</b> (4p – 745p)							

Which weekend day would you prefer to work \_\_\_\_\_ Saturday \_\_\_\_\_ Sunday

Number of minutes able to drive one-way to a site \_\_\_\_\_ (30 min. typical minimum)

Are you a smoker or do you live in a household with smoke in the house? \_\_\_\_ Yes \_\_\_\_ No

Limitations on where you are able to work (e.g., house with smokers, house with pets, etc.) \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_