**Colleague Availability Form**

|  |  |
| --- | --- |
| **Colleague Name** |  |
| **Colleague Number** |  |
| **Site** |  |

Please fill in the table below with your Manager to show your availability for work, these are all the hours that you are able to commit to being available to work. The workforce management system will use the availability information which you have provided, along with your contracted hours when it automatically allocates shifts to you, and they will be allocated 4 weeks in advance.

Enter in the table below all of the times you are committing to being available to work:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Colleague’s availability for work** | | | | | | | | | | | | | | | | | | |
| **05:00-06:00** | **06:00-07:00** | **07:00-08:00** | **08:00-09:00** | **09:00-10:00** | **10:00-11:00** | **11:00-12:00** | **12:00-13:00** | **13:00-14:00** | **14:00-15:00** | **15:00-16:00** | **16:00-17;00** | **17:00-18:00** | **18:00-19:00** | **19:00-20:00** | **20:00-21:00** | **21:00-22:00** | **22:00-23:00** | **23:00-24:00** |
| **Sunday** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Monday** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Tuesday** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Wednesday** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Thursday** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Friday** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Saturday** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Do you wish to be included in auto-scheduling by cluster? This is only applicable to certain sites, your Manager will explain how and if this impacts you: **Yes**  **No**

Your permanent place of work/home store is [ ], by ticking ‘Yes’ above this means that you have agreed for the workforce management system to schedule your hours of availability across the following stores which are in close geographical proximity: [

]

**By signing this form, I agree that the content of the form is accurate. I understand that my agreement to be available at the times stated forms part of my contract of employment. As such, I understand that I may be scheduled to work my contracted hours on any of the days and times that I have marked myself as being available.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** |  | **Date** |  |
| **Colleague Name** |  | **Manager Name** |  |
| **Colleague Signature** |  | **Manager Signature** |  |