

Dear Applicant,

Please complete this form. Please list the days and hours that you are available as well as the days and hours that you prefer to work.

Monday through Friday some staff members arrive as early as 6 am and others stay as late as 9 pm. Saturday as early as 7:30 am and as late as 6 pm. Sunday as early as 12:30 pm and as late as 6 pm.

	<u>Available</u>	<u>Prefer</u>
Mondays	_____	_____
Tuesdays	_____	_____
Wednesdays	_____	_____
Thursdays	_____	_____
Fridays	_____	_____
Saturday	_____	_____
Sunday	_____	_____
Total hours preferred per week		_____

Thank you.

I am applying for a full time or part time job at Huntsville Pediatric & Adult Medicine Associates. I hereby state and confirm that I will be available to work year round at this position. I understand that unless I receive written approval, I will be obligated to work over the Christmas holidays, over Spring Break and throughout the year just like other staff members. I understand that I should not expect to be off from work just because school is out. I am committed to working my schedule consistently throughout the year except when HPAM deems it appropriate to schedule me out of the office. I understand that those who have been employed by HPAM longer than me will likely get preferential treatment in scheduling time off.

Signature

Date