

Work Availability Statement

The question every potential employer is going to ask you: ***When can you work and how often?***

Answering this question—in writing—should be the first thing you do before contacting companies.

Here's how, in three easy steps:

1. Use the Work Availability Worksheet below to summarize your commitments, pastimes and upcoming one-time obligations.
2. Put those worksheet items onto the blank calendar worksheet pages (also below), to map out—on paper—the times you are available to work.
3. Draft your own concise and accurate Work Availability Statement (page 8, below), which will form the basis of your [Work Flyer](#).

Work Availability Worksheet – Example

Commitments

School will be one obvious commitment, unless you are only looking for summertime work. Other obligations may include things like sports practices, games, matches and tournaments; music and dance practices and recitals; after-school tutoring; and, of course, homework.

band practice Tuesday/Thursday afternoons,
Friday night football games,
2 hours SAT prep on weekends, homework

Pastimes

These should not only be your organized pursuits but also those informal activities that you would only give up reluctantly, including interests and hobbies.

shopping with friends on weekends,
reading,
video games,
jogging,
online yoga sessions

One-Time Obligations

Longer periods in which you plan to be unavailable. These extended breaks may be things like a two-week cross-country vacation your parents have planned for your family. Other foreseeable and important commitments should include things like band camps, sports training camps, and cheering retreats.

family reunion trip at Perch Lake,
October 7-11

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Transfer the information you summarized above onto the calendars below.

Calendar Worksheet – Example

Month: OCTOBER

SUN	MON	TUES	WEDS	THURS	FRI	SAT
					1/ football game	SAT prep/ homework/ other
SAT prep/ homework/ other		band practice		7/ family reunion	8/ family reunion	9/ family reunion
10/ family reunion	11/ family reunion	band practice		band practice	football game	SAT prep/ homework/ other
SAT prep/ homework/ other		band practice		band practice	football game	SAT prep/ homework/ other
SAT prep/ homework/ other		band practice		band practice	football game	SAT prep/ homework/ other
31/ Halloween						

Calendar Worksheet (1 of 2)

Month: _____

SUN	MON	TUES	WEDS	THURS	FRI	SAT

Calendar Worksheet (2 of 2)

Month: _____

SUN	MON	TUES	WEDS	THURS	FRI	SAT

Create Your Own *Work Availability Statement*

Make it concise and accurate. Once you do, you will be ready to approach companies with confidence, knowing you can correctly and honestly answer their number one question. This information will form the basis of your Work Flyer.

Work Availability Statement — Example

Between now and the new year I will be able to work the following hours:

- Mondays and Wednesdays 4:30 p.m.—9 p.m.
- Saturdays 8 a.m.—9 p.m. or Sundays noon—6 p.m. (if not scheduled Saturday)
- No Tuesdays, Thursdays, or Fridays (band practice) until football season ends, no later than after state championships, December 6
- After football season, available any day of the week up to three weekday shifts plus one weekend shift
- Not available October 7–11 because of a scheduled family vacation
- Not available Thanksgiving or Christmas days

