Kingsmill Resort is open year-round, seven days a week, and for many areas, 24 hours per day. The purpose of this form is to establish your working availability. The information that you provide will help determine the best location for your placement. Please ensure that you are specific and accurate when providing the times you are available. Applicants with the greatest availability will be given first consideration for positions. Providing your availability does not constitute an agreement of scheduling and/or hours, as all shifts are scheduled according to business levels and may change as needed.

This form is NOT a schedule request form. If you are aware of specific dates you cannot work at this time, please indicate them below. If you are hired and change your availability after your hire date, Kingsmill Resort may or may not be able to work with your changes. You will need to submit a new Availability Form to request changes and for approval purposes.

I am available for the following (check all applicable boxes):

- [ ] I am fully available to work any hours (mornings, evenings, weekends, holidays)

I am NOT fully available and can work the following days and times (earliest to latest):

- [ ] Monday From ______ am/pm until ______ am/pm
- [ ] Tuesday From ______ am/pm until ______ am/pm
- [ ] Wednesday From ______ am/pm until ______ am/pm
- [ ] Thursday From ______ am/pm until ______ am/pm
- [ ] Friday From ______ am/pm until ______ am/pm
- [ ] Saturday From ______ am/pm until ______ am/pm
- [ ] Sunday From ______ am/pm until ______ am/pm

I can begin working on: ____________________________
I can work through/until: __________________________

Note: If you are still in school, please remember the important dates you may not be available to work such as Prom, Graduation, Sports Camps/Practices, Band Camps/Practices and Homecoming. If you are not sure of the dates at this time, you must request them as time off after hire. Please note any dates here that you will be unable to work:

________________________________________________
________________________________________________

APPLICANT SIGNATURE: ____________________________