For KCC, one of our biggest priorities is ensuring we are providing good customer service and a sustainable service for our user groups. To do that, we need to ensure we are considering staff availability at the time of application so that the hall is always open when it needs to be.

As part of applying for the position, we would appreciate it if you would fill in the below table to help us ensure we are getting in new team members with suitable availability.

* Please indicate the times and days you are usually available to work either in green or ‘AV’
* Please indicate times and days you are sometimes available to work either in yellow or ‘SA’
* Please indicate the times and days you are likely to be unavailable with red or ‘NA’

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Time | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| 8-9am |  |  |  |  |  |  |  |
| 9-10am |  |  |  |  |  |  |  |
| 10-11am |  |  |  |  |  |  |  |
| 11-12pm |  |  |  |  |  |  |  |
| 12-1pm |  |  |  |  |  |  |  |
| 1-2pm |  |  |  |  |  |  |  |
| 2-3pm |  |  |  |  |  |  |  |
| 3-4pm |  |  |  |  |  |  |  |
| 4-5pm |  |  |  |  |  |  |  |
| 5-6pm |  |  |  |  |  |  |  |
| 6-7pm |  |  |  |  |  |  |  |
| 7-8pm |  |  |  |  |  |  |  |
| 8-9pm |  |  |  |  |  |  |  |
| 9-10pm |  |  |  |  |  |  |  |

We understand that after excepting the position, after a time, you availability will change, or there will be weeks where this may change. This is just to give us a snap shot to start.

Thank you so much and we will get back to you soon with more information.