



**BALL STATE
UNIVERSITY**

Housing and Residence Life

Staff Availability Form

Instructions: This document is designed to support your application by providing hiring managers with a detailed view of your schedule. Attach this completed document to any Desk Staff or Night Staff application you submit.

PART 1: CANDIDATE INFORMATION

Full Name: _____

Student ID Number: _____

Phone Number: _____

Ball State Email: _____

PART 2: PRIORITY AVAILABILITY

Our operations have specific “Hard-to-Fill” times where staffing is most critical. Please indicate if you are available during these high-need windows.

1. Weekday mornings (7:00 A.M. – 12:00 P.M.)
 - ☐ Yes, I am generally available to work morning shifts.
 - ☐ No, I am not available to work morning shifts.
2. Weekend Evenings (Friday and Saturday 5:00 P.M. – Midnight)
 - ☐ Yes, I am generally available to work weekend evening shifts.
 - ☐ No, I am not available to work weekend evening shifts.
3. Weekend Overnight (Friday and Saturday Midnight – 7:00 A.M.)
 - ☐ Yes, I am generally available to work weekend overnight shifts.
 - ☐ No, I am not available to work weekend overnight shifts.

PART 3: WEEKLY SCHEDULE DETAIL

Please list your specific availability for each day below. If you are not applying for Night Staff positions, you may leave the "Nighttime" lines blank.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Daytime							
7AM-Midnight							
Nighttime							
Midnight-7AM							

This is my availability for the:

☐ Fall Semester ☐ Spring Semester ☐ Summer Semester ☐ Other _____

PART 4: BREAK AVAILABILITY

Work during university breaks is not guaranteed or required, but knowing your availability helps us plan.

- Fall Break / Long Weekends
☐ Available ☐ Unavailable
- Thanksgiving Break
☐ Available ☐ Unavailable
- Winter Break
☐ Available ☐ Unavailable

PART 5 ADDITIONAL NOTES

Use this space to clarify any partial availability or specific scheduling needs.