GPS/VHD INMATE WORK SCHEDULE

MUST be completed IN FULL and turned in every week on your program payment day.

*IF missing any information, your schedule will be rejected and you will NOT
be allowed to go to work until it is completed fully.*

WEEK OF _____ TO _____

INMATE NAME_____

EMPLOYER_____ PHONE NUMBER(S)(_____)_____

EMPLOYER'S ADDRESS_____ CITY_____

NORMAL HOURS OF EMPLOYMENT_____(AM or PM) TO_____(AM or PM)
circle one   circle one

IMMEDIATE SUPERVISOR(S) FULL NAME_____

DRIVER #1_____ DRIVER #2_____

DRIVER #3_____ DRIVER #4_____

#1 VEHICLE MAKE_____ MODEL_____ COLOR_____ PLATE#_____

#2 VEHICLE MAKE_____ MODEL_____ COLOR_____ PLATE#_____

#3 VEHICLE MAKE_____ MODEL_____ COLOR_____ PLATE#_____

#4 VEHICLE MAKE_____ MODEL_____ COLOR _____ PLATE#_____

ROUTE OF TRAVEL _____

_____

SCHEDULE INSTRUCTIONS:

YOU MUST TURN IN A WORK SCHEDULE EVERY TIME YOU COME AND PAY YOUR FEES AT THE DCDF. YOUR WEEKLY SCHEDULE BEGINS ON THE DAY OF THE WEEK YOU PAY YOUR FEES AND CONTINUES FOR SEVEN DAYS (example… if you pay on Thursday your week is always Thursday to Wednesday). YOUR SCHEDULE MUST ALSO BE ONE WEEK IN ADVANCE (example… a schedule handed in on the 1st should be a schedule for the 1st to the 14th). INMATES WORKING AT VARIOUS JOB SITES (example… self-employed, construction) OTHER THAN THE ADDRESS LISTED ABOVE, LIST JOB LOCATION FOR EACH DAY ON THE BACK OF THIS FORM. INCLUDE A SPECIFIC STREET ADDRESS (HOME/FIRE NUMBER) & CITY, PHONE. YOU ALSO MUST LIST THE HOURS YOU ARE WORKING AT EACH SITE. WRITE *"IN"* ON THE DAYS YOU ARE NOT WORKING. All appointments, including weekly program payments, should also be written on this schedule. The time, location, and expected length of appointment should be included in the location area.

NAME _____ WEEK OF _____ TO _____

DAY OF WEEK: *(CIRCLE ONE)* **MON** TUES WED THURS FRI SAT SUN

```
        TIME            LOCATION
START          am / pm  _____Turn in Schedule & Pay At:_____
        ------ CIRCLE   _____
END            am / pm  _____
```

DAY OF WEEK: *(CIRCLE ONE)* MON **TUES** WED THURS FRI SAT SUN

```
        TIME            LOCATION
START          am / pm  _____
        ------ CIRCLE   _____
END            am / pm  _____
```

DAY OF WEEK: *(CIRCLE ONE)* MON TUES **WED** THURS FRI SAT SUN

```
        TIME            LOCATION
START          am / pm  _____
        ------ CIRCLE   _____
END            am / pm  _____
```

DAY OF WEEK: *(CIRCLE ONE)* MON TUES WED **THURS** FRI SAT SUN

```
        TIME            LOCATION
START          am / pm  _____
        ------ CIRCLE   _____
END            am / pm  _____
```

DAY OF WEEK: *(CIRCLE ONE)* MON TUES WED THURS **FRI** SAT SUN

```
        TIME            LOCATION
START          am / pm  _____
        ------ CIRCLE   _____
END            am / pm  _____
```

DAY OF WEEK: *(CIRCLE ONE)* MON TUES WED THURS FRI **SAT** SUN

```
        TIME            LOCATION
START          am / pm  _____
        ------ CIRCLE   _____
END            am / pm  _____
```

DAY OF WEEK: *(CIRCLE ONE)* MON TUES WED THURS FRI SAT **SUN**

```
        TIME            LOCATION
START          am / pm  _____
        ------ CIRCLE   _____
END            am / pm  _____
```