

Parent Authorization for Employment of a Minor

This form, with copy of proof of age, is to be kept by the employer and available for department audit. Attach copy of birth certificate or other proof of age document.

To be completed by hiring department

Name of Minor			
Minor's Address			
City		State	Zip
Maximum hours/day at work:	Maximum working days/week	Is minor employed at any other job? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If employed, the minor will have the following duties:			
Working Hours Between _____ a.m./p.m and _____ a.m./p.m		Minor's meal period	Minor's rest period
		Wage/hour \$	
Department	Department No.	Dept. Phone	
Department Address		City	Zip
Signature of Minor		Date	
Signature of Supervisor		Date	

Parental Authorization

To be completed by minor's parent or guardian (after hiring department completes top section)

"I am willing for my child to be employed and under the conditions stated above."			
Minor's birth date		Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	
Signature of parent or guardian		Date	
Address of Parent or Guardian	City	State	Zip