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? ☐ Yes ☐ No					
If employed, the minor will have the following duties:							
Working Hours		Minor's meal		Minor's rest		Wage/hour	
Between a.m./p.m <i>and</i> a.m./p.m		period		period		\$	
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 ☐ Male ☐ Female		
Signature of parent or guardian					Date		
Address of Parent or Guardian City State					Zip		