Application to Employ Minors Under Age 13
OFFICE OF WORKFORCE DEVELOPMENT

NOTE: This form is not an Employment Certificate.

The process for employing a minor, under the age of 18, involves a two-part process:

1. After the employer completes this application, the minor must have a parent sign the Parent’s Consent Statement section below. Bring the form, along with proof of age (examples: birth certificate, driver’s license, etc.) to an authorized issuing location, typically the School Board or high school).

2. The authorized official will then issue an Employment Certificate, providing all conditions regarding hours, type of employment, etc. are in accordance with R.S. 23:151-234.

Applicant Information:

Name of minor: ____________________________ Age: ________ Sex: ________ Date of birth: ________

Physical address: city, state and zip code: ____________________________ Telephone number: ________

Number of work hours per day: ________ hr/day; ________ days/week (Minors ages 14 and 15 only: Time shift begins and ends during June 1 – Labor Day)

Number of days per week: ________

Time shift begins: ________; Time shift ends: ________

Prior to school days: ________

Employer Information:

Youth Force NOLA

1100 POYARAS ST STE 1405, NOLA 70116

Name of employer (DBA): ____________________________

Physical address — where work will be performed: city, state and zip code: ____________________________

Employer’s telephone number: ________

Employer: Business

Industry of employer: ________

40 hours of soft skills training +

90 hours of internship in 1 of 4 industries

Job tasks to be performed by minor

Job tasks (continued)

Sarah Everett: ____________________________

Name and title of employer representative: ____________________________

Signature: ____________________________ Name of employer representative: ____________________________

Parent’s Consent Statement:

I, ____________________________ , ____________________________ hereby give consent for ____________________________ , to be employed by the above named employer.

Signature of consenting parent or legal guardian: ____________________________ Date: ________ Telephone number: ________

Name of child: ____________________________

NOTE: This form is not an Employment Certificate.

THIS FORM MUST BE COMPLETED AND SIGNED BY AN EMPLOYER REPRESENTATIVE OF THE EMPLOYING FIRM.

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