

Arkansas Department of Labor
Wage and Hour Division
10421 West Markham
Little Rock, Arkansas 72205-2190
Telephone (501) 682-4500 * TDD: (800) 285-1131

APPLICATION FOR EMPLOYMENT OF A MINOR

Section 1. INSTRUCTIONS

1. All sections **must** be completed before submitting the application. If all sections are not completed, the application will be denied.
2. As a means of establishing age, please submit a copy of one of the following documents with the application: Certificate of Birth, Driver's License, State issued I.D. card, or a notarized copy of school record listing the minor's name and date of birth.
3. The following information **must** be provided or the application will be denied: exact hours the minor will be working, specific job description and proof of age.

NOTE: A work permit is not required for a minor 16 and 17 years of age. However, there are federal laws that limit the jobs these minors can perform. For more information, please visit www.youthrules.dol.gov.

Section 2. STATEMENT OF PARENT, GUARDIAN OR CUSTODIAN

This statement must be completed by the parent, guardian or custodian of this child and signed by the parent, guardian or custodian, and also by the child.

I, the undersigned, hereby affirm that I am the _____ of _____,
(Parent, Guardian or Custodian) (First Name) (Middle Name) (Last Name)

now residing at _____,
(Give Number and Street, City, County, State, Zip Code)

and that _____ was born in _____
(he/she) (City) (County) (State)

on the _____ day of _____, 19 _____, and is now _____ years of age.
(Month)

School currently attending or last attended: _____,
(Name of School) (Location)

Child will be employed by _____
(Give Name of Firm and Address)

as _____,
(Occupation of Minor)

and I am willing that _____ be so employed and ask that an employment certificate be issued as provided by law.
(he/she)

(Signature of Parent, Guardian or Custodian) (Date)

(Signature of Child) (Date)

(Printed Name of Parent, Guardian or Custodian)

(Address of Parent, Guardian or Custodian)

Section 3. INTENTION TO EMPLOY

(This section is to be completed in full and signed by the employer. This information must be provided or a permit will not be issued.)
The undersigned intends to employ:

(Name and Address of Minor)

in the capacity of _____ in the _____ industry,
(Occupation) (Type of Business)

for _____ days per week, _____ hours per day on the following days:

(Complete start and end times for only the days that apply)

Monday beginning _____ and ending _____

Tuesday beginning _____ and ending _____

Wednesday beginning _____ and ending _____

Thursday beginning _____ and ending _____

Friday beginning _____ and ending _____

Saturday beginning _____ and ending _____

Sunday beginning _____ and ending _____

Yes or No: Employment during vacation periods _____ Employment during school year _____

If the minor's schedule will vary, list the earliest possible beginning time and latest possible ending time. Please note that Arkansas law only allows a minor 14 and 15 years of age to work until 7:00 p.m. on nights that precede a school day and until 9:00 p.m. on nights that do not precede a school day. **If your business is subject to the Fair Labor Standards Act, a minor 14 and 15 years of age may not be employed: 1) during school hours; 2) before 7 a.m. or after 7 p.m., except June 1 through Labor Day, when the evening hour is extended to 9 p.m.; 3) more than three hours a day on a school day, including Fridays; 4) more than eight hours a day on a non-school day; 5) more than 18 hours a week during a school week; 6) more than 40 hours a week during non-school weeks.** To obtain additional information on Federal child labor laws, you will need to contact the U.S. Department of Labor at (501) 223-9114, or visit www.youthrules.dol.gov. Failure to comply with these regulations will result in the application being denied.

The undersigned intends to employ the above-mentioned minor immediately upon receipt of a certificate issued by the Arkansas Department of Labor and agrees to comply with the provisions of the Arkansas Statutes and the Fair Labor Standards Act relating to the employment of minors.

(Name of business/employer)

(Business Mailing Address)

(City/State/Zip)

(Employer's Telephone Number)

(Signature of Employer or Authorized Agent)

(Printed name of Employer or Authorized Agent)

REMINDER: Proof of age must be attached to application or permit will not be issued.