

## Procedures to Obtain a Work Permit for Minors

If you are a **minor between the ages of 14 -17** and starting an after-school or summer job there are a few easy steps you need to follow in order to be on your way to earning a paycheck:

### **APPLICANT INFORMATION:**

Print the [Application to Employ Minors Form](#) (**NOTE: This form is not an Employment Certificate**)

- Give the Application to Employ Minors Form to your prospective employer to complete with the following:
  - Number of hours you will work per day, time shift begins - prior to school days and time shift ends.
  - If you are a minor age 14 and 15 only – the number of days per week along with the time the shift begins and ends during June 1 – Labor Day.

### **EMPLOYMENT INFORMATION:**

The following information must be completed by the employer (or representative):

- Employer name
- Complete address
- Telephone number
- What type of business (i.e. restaurant, day care, etc?)
- Job tasks you will be doing as an employee
- Printed Name and Title of Employer (or representative)
- Signature of Employer (or representative)

### **PARENT'S CONSENT STATEMENT:**

After the employer completes the application, the parent or legal guardian then:

- Sign the Parent's Consent Statement with their name
- Dates the form
- Notes their phone number and
- Notes the student name

### **PROOF OF AGE:**

Bring the completed form **along with** proof of age (examples: birth certificate, state issued ID, etc.), to the Attendance Office (*formerly Central Elementary*) to apply for a work permit/employment certificate.

### **ISSUANCE OF EMPLOYMENT CERTIFICATE / WORK PERMIT:**

The authorized official will then issue an Employment Certificate / Work Permit, providing all conditions regarding hours, type of employment, etc. are in accordance with R.S. 23:151-234. Be aware that certain hourly restrictions do exist for minors. Discuss these restrictions with the issuing officer and/or refer to the paperwork that will be given to you along with your Work Permit.

Take the original **EMPLOYMENT CERTIFICATE / WORK PERMIT** to your new employer.