LOUISIANA WORKFORCE COMMISSION

Application to Employ Minors Under Age 18

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. Fill in the information below and print the completed form.
2. After the employer completes and signs this application, the minor must have a parent sign the Parent's Consent Statement section below.
3. Email the completed and signed application, along with proof of age (examples: birth certificate, driver's license, etc.) to laborprograms@lwc.la.gov
4. When the application has been approved, the employer will be notified via email from the LWC Office of Workforce Development.

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 | Number of days per week

Time shift begins Prior to school days | Time shift ends | Minors ages 14 and 15 only: Time shift begins and ends during June 1 – Labor Day

Employer Information:

Name of employer (DBA)

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

Employer's telephone number | Industry of employer

Job tasks to be performed by minor

Job tasks (continued)

Name and title of employer representative | **Signature: Name of employer representative**

Parent's Consent Statement:

I, _____, _____, _____ hereby give consent for

Signature of consenting parent or legal guardian | Date | Telephone number

_____, to be employed by the above named employer.

Name of child

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