

**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 \_\_\_\_\_ Number of days per week \_\_\_\_\_

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



**- 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



Tips for  
Employing  
Minors

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