

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	
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.**