

Arkansas Department of Labor
Wage and Hour Division
10421 West Markham
Little Rock, AR 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, notarized copy of school record or an insurance policy 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.

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)

_____, now
(First Name) (Middle Name) (Last Name)

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

and that _____ was born in _____
(He or She) (City) (County) (State)

on the _____ day of _____, 19____ and is now _____ years of age.

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 to said child as
(He or She)
provided by law.

(Signature of Parent, Guardian or Custodian)

(Address of Parent, Guardian or Custodian)

Signature of Child: _____
(Child Must Sign Own Name Here)

Section 3. INTENTION TO EMPLOY

(This section must 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 for
(Occupation)
_____ days per week. _____ hours per day on the following day:

(Complete only the days that apply)

Monday beginning _____ A.M. and ending _____ P.M.

Tuesday beginning _____ A.M. and ending _____ P.M.

Wednesday beginning _____ A.M. and ending _____ P.M.

Thursday beginning _____ A.M. and ending _____ P.M.

Friday beginning _____ A.M. and ending _____ P.M.

Saturday beginning _____ A.M. and ending _____ P.M.

Sunday beginning _____ A.M. and ending _____ P.M.

If the minors 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 can work three (3) hours per day until 7:00 p.m. on nights preceding a school day with a maximum of eighteen (18) hours per week. To obtain additional information on Federal child labor laws, you will need to contact the U.S. Department of Labor at (501) 324-5292. 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.

(Employer)

(Business mailing address)

(City, State, Zip)

(Signature of Employer or Authorized Agent)

REMINDER:

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