

**ALL EMPLOYERS IN ALABAMA MUST
KEEP ON FILE A WORK PERMIT FOR EACH
EMPLOYEE UNDER 18 YEARS OF AGE**

APPLICATION FOR CHILD LABOR WORK PERMIT

APPLICANT INFORMATION

Date ___ / ___ / ___

Name _____

Home Address _____

Date of Birth ___ / ___ / ___ Age ___ Sex (M or F) ___ Grade _____
(Zip)

Signature _____ Home Phone # (_____)

INSTRUCTIONS FOR EMPLOYERS

Alabama issues work permits to minors 14 and older. Minors under age 14 cannot be issued permits, with the exception of 12 and 13 year-olds in newspaper delivery.

Before employing any 14 or 15 year-old minor, you must answer the following questions.

Will 14 or 15 year-old minor be employed:

	Yes	No
In or about any manufacturing, mining or mechanical establishment?	[]	[]
In or about any factory, workshop or machine shop?	[]	[]
In or about any warehouse?	[]	[]
In or about any construction site?	[]	[]
Working at the top of ladders, lifts or scaffolds at heights exceeding 6 feet?	[]	[]
Working with soldering, brazing, heat treating or welding?	[]	[]
Working at junk or scrap metal yards?	[]	[]
In or about any lumberyard?	[]	[]
In a restaurant or club that serves alcoholic beverages for consumption on the premises?	[]	[]
In any non-retail occupation other than office work or child care?	[]	[]

If you answered yes to any of the above questions, the occupation is prohibited for minors under 16. Please contact the child labor office at (334) 242-3460 for further information.

WORK PERMITS ARE ISSUED AT COUNTY AND CITY BOARDS OF EDUCATION AND AT MOST HIGH SCHOOLS THROUGHOUT ALABAMA

If you are employing a minor under age 18, you must answer the following questions.

Will minor under age 18 be employed:	Yes	No
In or about the manufacturing or storing of explosives?	[]	[]
In the operation of a motor vehicle or as an outside helper on a motor vehicle?	[]	[]
In or about any mining operations?	[]	[]
In or about any logging or sawmill operation?	[]	[]
In the operation of any power-driven woodworking machines used to cut, shape, form, surface, nail staple, wire stitch, fasten or otherwise assemble, press, or print wood or veneer?	[]	[]
In or about occupations involving exposure to radioactive substances or ionizing radiations?	[]	[]
In the operation of power-driven hoisting apparatus (including tow motor, fork lift truck, etc.)?	[]	[]
In the operation of power-driven metal-forming, punching or shearing machines?	[]	[]
In slaughtering, meat packing, processing or rendering (including operating, cleaning, disassembling or reassembling electric meat slicers and electric meat grinders)?	[]	[]
In operating, cleaning, disassembling or reassembling power-driven bakery machines (including vertical dough mixing machines)?	[]	[]
In the operation of power-driven paper-products machines (including paper balers/box crushing machines and trash compactors)?	[]	[]
In manufacturing brick, tile or kindred products?	[]	[]
In the operation of power-driven circular saws, band saws or guillotine shears?	[]	[]
In wrecking, demolition or ship breaking operations?	[]	[]
In roofing operations?	[]	[]
In excavation operations (including backfilling or working in trenches that exceed four feet in depth at any point)?	[]	[]

If you answered yes to any of the above questions, the occupation is prohibited for minors under 18. Please contact the child labor office at (334) 242-3460 for further information.

The Alabama Child Labor Law and Federal child labor regulations may differ in some instances. In these instances the employer is required to follow the more restrictive standard.

Employer's / Contractor's Statement
(See page 4 for hour restrictions and additional information.)

Date ___/___/___ I, the undersigned intend to employ the above-named minor when the minor presents a Child Labor Work Permit signed by an authorized issuing officer.

Minor will be employed to: _____
Describe specific duties

Business Name _____ Type of Business _____

Street address _____ City _____ State _____ Zip _____ Phone Number _____

Print name of person employing minor

Signature of person employing minor

PARENT/LEGAL GUARDIAN APPROVAL

Date ___/___/___

I, the undersigned, hereby attest that I am the parent or legal guardian of the above-named minor. Said minor's date of birth is ___/___/___ . I approve of minor's occupational duties as described by employer.

Signature of parent/legal guardian _____

Phone number/address of parent/legal guardian (_____) _____
Phone number

Street address _____ City _____ State _____ Zip _____

SCHOOL RECORD (14 or 15 year-olds)

Date ___/___/___ The above-named applicant is in the _____ grade at _____

School. Minor is a **regular** attendant and performing **satisfactory** school work. The school record indicates the name of parent/legal guardian is _____ and that the student's date of birth is ___/___/___ . Signature of teacher _____

PROOF OF AGE

Only the proofs of age listed below may be accepted. Take completed form and your proof of age to the issuing officer.

Proof of age presented by minor - Check one

- Birth Certificate Valid Driver's License Baptismal Record
 Bible Record Life Insurance Policy Passport or Certificate of Arrival

If none of the above proofs of age are available, the "Parent/Legal Guardian Approval" and "School Record" sections may be accepted as proof of age with approval from a Child Labor Inspector, at (334) 242-3460

INSTRUCTIONS

1. Applicant completes "Applicant Information".
2. Employer completes "Instructions for Employers" and "Employer's / Contractor's Statement."
3. Parent or guardian completes "Parent/Legal Guardian Approval". (This section is not required for minors 16 or older.)
4. When school is in session, teacher completes "School Record" for 14 and 15 year-olds.
5. After completing application, take this form with proof of age to a Child Labor Work Permit Issuing Officer.

Issuing officers are located at county and city boards of education and at most high schools throughout Alabama.

PERMITTED HOURS OF WORK FOR MINORS UNDER 19 YEARS OF AGE

16, 17 or 18 year-olds who are enrolled in school may not work before 5 a.m. or after 10 p.m. on any night preceding a school day. **EXCEPTION:** Students who have been granted an exemption by the county or city superintendent (or headmaster).

For 14 and 15 year-olds:

During the months **when public schools are** in session:

- Not during school hours
- No more than 3 hours on a school day
- No more than 8 hours on a non-school day
- No more than 18 hours a week
- Not before 7:00 a.m. or after 7:00 p.m. on any day of the week.

During the summer months **when public schools are not** in session:

- No more than 8 hours a day
- No more than 40 hours a week
- No more than 6 days a week
- Not before 7:00 a.m. or after 9:00 p.m. on any day of the week.

ALCOHOLIC BEVERAGES

No person under 21 may serve or dispense alcoholic beverages where they are sold for consumption on the premises. Minors 18 and older may wait tables, but may not serve alcoholic beverages. Minors 16 or older may be employed in such places as bus persons, dishwashers, janitors, cooks, waiters or hostesses. 14 and 15 year-olds who are members of the immediate family of the owner or operator may be employed in such places provided they do not serve, sell or handle alcoholic beverages.

The Alabama child labor law and Federal child labor regulations may differ in some instances; in those instances, the employer is required to follow the more restrictive standard.

For additional information:

Concerning Alabam's child labor law, call (334) 242-3460.

Concerning federal child labor regulations, call the U. S. Department of Labor, Wage & Hour Division office listed in the blue pages of your telephone directory.

www.alalabor.state.al.us