

STATE OF WEST VIRGINIA
THE DEPARTMENT OF LABOR
WAGE AND HOUR DIVISION
Charleston 25304

A. INTENTION TO EMPLOY

Prospective employer completes this section. Date _____

The undersigned expects to employ _____
(name of minor)

as _____
(Specify type of work minor will perform)

Starting time _____ a.m. _____ p.m. Stopping time _____ a.m. _____ p.m.

Total hours per day _____ Total hours per week _____ Total days per week _____

The undersigned agrees to legally employ said minor and return the permit to the Issuing Officer within two days after termination of the employment of the minor shown above.

(Name of firm) (Address) (Telephone)

(Type of Industry) (Signature of firm's representative)

B. PARENT'S CONSENT

Parent or guardian completes this section. Date _____

I, the parent or guardian of _____ do hereby agree

And consent to this employment by the above named employer in the specified occupation.

(Signature of parent or guardian) (Address) (Phone Number)

C. SCHOOL RECORD

Principal or teacher completes this section. Date _____

This certifies that _____
(Name of minor)

can read and write correctly simple sentences in then English language and has completed the

_____ grade. Age of minor _____

(Signature of principal or teacher)

(Name of School)

(Address of School) (County)

WVDOL Child Labor Employment Activity Statement For Minors under the age of 18

Date _____

Name of Minor _____ Age _____

Company Name _____

Phone Number of Employer _____ Fax # _____

Description of actual work performed by the minor (Do not list 'etc' or 'as assigned by employer') _____

List all tools and/ or equipment to be used by the minor or in use while the minor is present (examples: ladders, scaffolding, saws, power tools, fryers, mixers, blender, knives, oven, grill, gas or electric, push or riding mowers, weed eaters; include safety features of any used)

Describe the work environment and location (alcoholic beverages consumed on the premises?)

(Example: Office, on going construction site, warehouse, loading docks; give the actual location.)

Has the minor attended any vocational classes? Where, when and what courses were taken?

What type of supervision and by whom?

Does job involve driving or being a passenger in a vehicle?

Comments:

Completed by, print: Name and Company Title _____

Signature & Date _____

Info obtained by phone call? Y__ N__ Callers name _____ date _____

Return this form to: _____ County Board of Education Office @ _____

***They will forward it to us with a copy of the permit/certificate to:**

West Virginia Division of Labor (Attn: Child Labor)
749 B Building 6, Capitol Complex
Charleston, WV 25305 Fax: (304) 558-3797