OFFICE OF WORKFORCE DEVELOPMENT

YOUTH EMPLOYMENT DIVISION

EMPLOYMENT CERTIFICATE

APPLICANT'S INFORMATION

Name of Minor | Age | Sex | Date of Birth

Physical Address (City, State, and Zip Code) | Telephone Number

Signature of Minor | Print Name | Date

Proposed Hours of Work

☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday

EMPLOYER INFORMATION

Name of Employer (DBA)

Physical Address (City, State, and Zip Code) - Where the work will be performed

Employer's Telephone Number | Industry (NAICS Code)

Occupation of Minor

Specific Job Duties

EMPLOYER ATTESTATION

The employer attests and certifies that the minor's age has been duly verified and that the minor will not engage in prohibited work activity according to state law. The employer further acknowledges that violations of this law are subject to penalties and fines up to $500 per offense.

☐ By checking this box and selecting a birth date validation document below, the Employer certifies that the minor applicant's date of birth has been verified.

A birth certificate, a short-form birth certification card, or a signed statement thereof issued by the recorder of bi

☐ By checking this box, the Employer certifies that the minor will not engage in prohibited work activities. (See the Minor Labor Placard for more information.)

☐ By checking this box, the Employer understands that the Employment Certificate is effectively issued upon being emailed as prescribed by Louisiana Works.

Employer Signature | Employer Representative | Date

PARENT/GUARDIAN CONSENT STATEMENT

I, _____, hereby give consent for _____, to be employed by the above named employer.

Parent/Guardian Signature | Print Name | Date

This Employment Certificate is valid only upon official submission to Louisiana Works, Youth Employment Division at EmploymentCertificate@la.gov. Employment Certificates are considered issued contingent upon meeting all legal requirements.

REVOCATION (R.S. 23:191) The Secretary or her designee may revoke this employment certificate if it was improperly issued or if the minor is illegally employed. If the certificate is revoked, the employer and the minor shall be notified by Louisiana Works and the minor shall not be employed or permitted to work until a new certificate has been legally obtained.

** This certificate is non-transferable. The employer is requried to maintain the certificate on file for a period of 14 days after termination of the minor's employment.*