

NOTE: This form is not an Employment Certificate.

There are three (3) steps for a worker under 18 years old to obtain a **Standard Employment Certificate** to legally work in Louisiana:

1. The Application to Employ Minor must be completed and signed by the **Employer, Minor Worker** and **Parent/Guardian**.
2. The Minor Worker submits the completed form and **proof of age** to an **Authorized Issuing Officer** at their high school, school board office or American Job Center.
3. The Authorized Issuing Officer reviews for compliance with LA R.S. 23:151-234 and issues the Standard Employment Certificate.

- Employer Information -

Name of employer (DBA)

FEIN (State UI Tax ID#)

Street address- where work will be performed: City, State, and Zip Code

Employer's Telephone Number

Contact Email Address

Job title and duties of minor (e.g., cashier, crew member,
food service lifeguard, sales clerk, waiter, etc.)

Hours of work:

Sunday	_____	-	_____
Monday	_____	-	_____
Tuesday	_____	-	_____
Wednesday	_____	-	_____
Thursday	_____	-	_____
Friday	_____	-	_____
Saturday	_____	-	_____

Name and title of employer representative

Signature of employer representative

- Applicant Information -

Minor's Name _____ Age _____ Sex _____ Date of Birth _____

Street Address: City, State and Zip Code _____

Mobile Number _____

Is this your first paid job? _____

Minor's School name and parish _____

Anticipated Date of high school graduation/GED _____ Plans after high school graduation _____

Job _____ Continuing Education _____ Military _____ Unsure _____

Interested in getting information on jobs, hiring fairs and other events? _____

Minor Email Address: _____

Parent/Guardian Email Address: _____

- Legal Guardian's Consent Statement -

I hereby acknowledge that I understand the above duties and hours to be worked by the above-named minor for this employer and grant permission for this employment

(Printed name of parent or legal guardian)

(Printed Name of minor)

(Email Address)

(Mobile Number of Parent/Legal Guardian)

Signature of parent or legal guardian

(Date)

* This form is required to be completed by the parent or legal guardian of a minor employee under 18 years of age. The original copy must be kept by the employer at the workplace along with other records of the minor's employment required by LA Revised Statutes Title 23, Section 182.