

Take this form to your employer – have all the information completed and be sure all signatures are on form. Return to the high school office to obtain a work permit.



## INTENTION TO EMPLOY / A1

State Form 896 (R6 / 6-99)

NOTE: This card must be presented by the minor to the issuing officer in their school before a certificate will be issued. For employer's protection, the minor must also present an acceptable proof of age to obtain an employment certificate. The hours minor may work are shown on the reverse side.

Name of minor ( <i>intend to employ</i> )			Date
Residential street address		City, state, ZIP code	
Hours per day ( <i>appr.</i> )	Days of week ( <i>appr.</i> )	Hours per week ( <i>appr.</i> )	Is minor on school-directed Vocational Education Program with your firm? Yes      No
List exact duties			
Name of business		Telephone no.	Type of business ( <i>Mfg., Process, Retail, Restaurant</i> )
Street address		City, state, ZIP code	
Signature of employer's rep.		Signature of minor	Signature of parent or guardian

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PLEASE CHECK ADDITIONAL JOB AND HOUR RESTRICTIONS IN FEDERAL LAW WITH THE WAGE AND HOUR OFFICE, U.S. DEPARTMENT OF LABOR, NEAREST YOU.  
For more information, contact Indiana Department of Labor, 402 W. Washington St., Rm. W195, Indianapolis, IN 46204. (Telephone: 317-232-2675 / TTY Voice 1-800-743-3333)

**NO MINOR UNDER THE AGE OF 18 MAY BE EMPLOYED IN ANY OCCUPATION DEEMED PROHIBITED UNDER THE CHILD LABOR PROVISIONS OF THE FEDERAL FAIR LABOR STANDARDS ACT.**

**PROHIBITED OCCUPATIONS (UNDER 18)**

**AGES 14 and 15 - Restricted to:**

- 3 hours per school day
- 8 hours per nonschool day
- 18 hours per school week
- 40 hours per nonschool week
- No work BEFORE 7 a.m. or AFTER 7 p.m. except 9 p.m. from June 1 through Labor Day (*time depends on local standards*)

**AGE 16 - Restricted to:**

- 8 hours per school day
- 9 hours per nonschool day
- 30 hours per school week
- 40 hours per nonschool week
- No work before 6 a.m.
- Until 10:00 p.m. on school nights
- Until 11:30 p.m. on school nights
- Until 1:00 a.m. on school nights, but not on consecutive nights and not more than two school nights per week
- Not more than 6 working days per week

**AGE 17 - Restricted to:**

- 8 hours per school day
- 9 hours per nonschool day
- 30 hours per school week
- 40 hours per nonschool week
- No work before 6 a.m.
- Until 10:00 p.m. on school nights
- Until 11:30 p.m. on school nights
- Until 1:00 a.m. on school nights, but not on consecutive nights and not more than two school nights per week
- Not more than 6 working days per week

**\* Requires written permission of parents on file with employer.**

**BACK**