1. Intent to Employ/A1 form is completed*

Employer's signature was obtained

Minor's signature was obtained

Parent's signature was obtained

2. The minor has obtained a work permit from an accredited Indiana school

The work permit is on file at the location where the minor is actually working**

** Work permits CANNOT be kept off-site and MUST be the original - no photocopies.

3. If 16 or 17, written parental permission was granted to work extended hours***

17 year old can work until 11:30 pm on nights followed by a school day

17 year old can work until 1 am on 2, non consecutive nights followed by a school day

16 year old can work until midnight (12:00 am) on nights not followed by a school day

16 & 17 year olds can work 9 hours on any day

16 & 17 year olds can work 40 hours during a school week

16 & 17 year olds can work 48 hours during a non-school week

The parental permission form is signed and dated by the parent

*** Parents of 14 and 15 year olds cannot provide permission to work extended hours

4. This minor has obtained written school permission to work during school hours

Please list the school hours that this minor is permitted to work

5. All hour restrictions have been communicated to managers/shift leaders****

**** Please see the "Teen Work Hour Restrictions" poster for more details.

6. "Prohibited/hazardous" occupations have been identified in your business*****

All managers have been advised of "Hazardous" and "Prohibited" occupations

This minor is enrolled in a voc. ed. program that exempts some Hazardous occupations

***** Please see the "Hazardous Occupations" poster for more details.

7. Your company's break/lunch policy has been clearly explained to the minor

The policy was provided to the minor in writing

The minor is clocking in and out for all breaks and lunches or otherwise documenting breaks and lunches in a break log

These records are up-to-date and being maintained daily

8. If the minor has terminated employment, written notice was provided to the

This is not a required state form. The Bureau of Child Labor provides this checklist as a courtesy to assist in keeping track of documentation for minors. The information included herein should not be construed as legal advice.