

Checklist for Employing Minors

Indiana Department of Labor
Bureau of Child Labor
Not an Official State Form (10/09)

Minor's Name: _____

Date of Hire: _____

Date of Birth: _____

Please use this checklist as a guide when hiring employees 14 through 17 years of age.

1. Intent to Employ/A1 form is completed*.....

Employer's signature was obtained.....

Minor's signature was obtained.....

Parent's signature was obtained.....

** If the minor will be working at more than one location, best practice is to obtain a work permit for each location. The employer will need to fill out a separate A1 for each location. Separate the minor's total work hours between the locations. Schools cannot issue work permits if the minor's total hours exceed the maximum hours allowed for the minor's age.*

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 officer at the school that issued the work permit.....

The notice was sent via mail.....

The notice was hand delivered.....

The notice was faxed.....

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.