

The West Virginia Division of Labor

Wage and Hour Section
Charleston, WV 25305

Work Permit (ages 14 & 15)
Requires the completion of
Section A, B and C

Age Certificate (ages 16 & 17)
Requires the completion of
Section A.

APPLICATION FOR EMPLOYMENT CERTIFICATE

After having the appropriate sections completed, submit this application along with proof of age to the Board of Education for the issuance of your work permit or age certificate

SECTION A
INTENTION TO EMPLOY

To be completed by the prospective employer.

Date

The undersigned expects to employ (name of minor) as
(type of work performed)

Starting time am pm Ending time am pm

Total hours per day Total hours per week Total days per week

The undersigned agrees to legally employ said minor and return the permit to the Issuing Officer of the Board of Education within two days after termination of the employment of the minor shown above.

(name of company) (address) (phone number)
(type of industry) (signature of company representative)

SECTION B
PARENTAL CONSENT

To be completed by parent or guardian.

Date

I, being the parent or guardian of, do hereby agree and consent to this employment by the above named employer in the specified occupation.

(signature of parent or guardian) (address) (phone number)

SECTION C
SCHOOL RECORD

To be completed by principal or teacher of the last school attended.

If for vacation employment, may be completed by the Issuing Officer of the Board of Education.

Date

This certifies that (name of minor) can read and write simple sentences in the English language

and has completed the grade. Age of minor

(name of school) (authorized signature)
(county) (title)