

MINOR AUTHORIZATION FORM

Please complete sections 1-4 and forward to IRM before allowing the minor to work. Please note: Minors should not be allowed to work until you have obtained all required documentation and permits, and may only work with in legal restrictions.

Section 1

Minor's Name _____

SS# _____ - _____ - _____

Date of Birth _____

State in which work Performed _____

Section 2

Total hours worked / week _____

Will this work be during the school year? Y __ N__

Work schedule (please be specific): Mon. _____ Tues. _____ Wed. _____

Thurs. _____ Fri. _____ Sat. _____ Sun. _____

Section 3

If the minor uses or works near any of the following, describe the minor's involvement:

Machinery _____

Power Tools _____

Construction/Roofing/Demolition _____

Cars or Trucks _____

Warehouses _____

Section 4

Describe duties IN DETAIL (do not use descriptions such as "general labor"):

Employee Signature _____

Parent/Guardian Authorization _____

Date _____

FOR OFFICE USE ONLY

Client #: _____ Client Name: _____

Acct. Rep.: _____ I-9 ____ W-4 ____ Resubmission ____ Route to CT ____ DO ____

Received _____ Returned _____

Comment: _____