



INTENTION TO EMPLOY / A1
State Form 896 (R7 / 10-08)

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 a true and correct proof of age to obtain an employment certificate. The hours minor may work are shown on the reverse side.

HOURS OF LABOR (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 school week*
- No work before 6 a.m.
- Until 10:00 p.m. on school nights
- Until midnight on nonschool nights*
- No 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 school week*
- 48 hours per nonschool week*
- No work before 8 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.

PROHIBITED OCCUPATIONS (UNDER 18)

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.

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: 317-232-2655 / TTY Voice 1-800-743-3333)

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

PROCEDURES FOR OBTAINING A WORK PERMIT

1. The *minor* must find someone willing to employ him/her. There is no such thing as a "blanket" work permit.
2. The *minor* obtains a blank Intention to Employ/A-1 card from the issuing officer or his/her school.
3. The *employer* fills out the Intention to Employ/A-s card and signs it.
4. The *minor* presents the Intention to Employ/A-1 card to his/her parents or guardian for signature.
5. The minor presents the completed Intention to Employ/A-1 card and his/her birth certificate, driver's licenses, driver's permit or state ID to the issuing officer. If there are no problems, a work permit will be issued for the minor at that time.

IMPORTANT: A PARENT CANNOT GET A WORK PERMIT FOR THEIR CHILD. THE MINOR MUST PRESENT THE ABOVE INFORMATION, IN PERSON, IN ORDER TO OBTAIN THE WORK PERMIT.

6. If the minor is enrolled in a school other than New Albany-Floyd County Schools, he/she must also present a letter from their school verifying their enrollment and that their grades and attendance are in good standing.
OFFICE HOURS FOR OBTAINING WORK PERMIT DURING ANY SCHOOL/WORK DAY MONDAY THROUGH FRIDAY AFTER 7:30 A.M. - BEFORE 3:30 P.M. LOCATED AT 2813 GRANT LINE RD. NEW ALBANY, IN