

Form 600

APPLICATION TO SECURE CERTIFICATE OF AGE AND SCHOOLING FOR EMPLOYMENT

MINIMUM LEGAL AGE to be employed in Oklahoma is 14 years

CERTIFICATE WILL BE DENIED IF STUDENT IS NOT AT LEAST 14 YEARS OF AGE

COUNTY _____

SCHOOL _____

IT IS AGREED THAT IRREGULAR ATTENDANCE OR UNSATISFACTORY CLASS WORK WILL BE SUFFICIENT CAUSE FOR CANCELLATION OF THIS PROGRAM.

YOUTH EMPLOYMENT LAW AWARENESS

For a complete listing of the **STATE** child labor laws, contact the Oklahoma Department of Labor at 1-888-269-5353/405-521-6100 or www.labor.ok.gov

For a complete listing of the **FEDERAL** child labor laws, contact the United States Department of Labor at 1-866-487-9243 or www.dol.gov

Note: Employers are required to comply with all state and federal child labor laws when it comes to the employment of minors.

TO BE FILLED OUT BY EMPLOYER

- RETURN THIS FORM BACK TO THE SCHOOL SO THAT THE "EMPLOYMENT CERTIFICATE OF AGE AND SCHOOLING" CAN BE ISSUED.

Upon presentation of an Employment Certificate, (Form 601), the minor named below will be employed by:

Name of Firm _____ Address _____ Telephone _____

Job Title _____ Hours worked: From _____ to _____ And on: Sun Mon Tues Wed Thurs Fri Sat
(start) (finish)

(Signature of Employer)

(Date)

TO BE FILLED OUT BY APPLICANT

Name _____ SS# _____ Date of Birth _____

Name of person with whom residing _____ Relationship _____

Grade in which enrolled _____ Last grade completed _____ School _____

Mailing Address _____ Telephone _____

TO BE FILLED OUT BY PARENT OR GUARDIAN

This is to certify that I am the _____ of the above minor and that I hereby consent to his/her employment by the above employer provided said minor is first issued an employment certificate as required by law. I further certify that he/she was born on the date written above and that I have been requested by the issuing officer to submit to him/her one of the documentary proofs of the date of birth and in the order listed below and do submit the proof indicated.

SCHOOL RECORDS CANNOT BE ACCEPTED. LEGAL PROOF OF AGE MUST BE ONE OF THE FOLLOWING IN THE ORDER LISTED:

Birth Certificate ___ Certificate of Baptism showing date of birth and place of baptism ___ Passport showing age of child ___ Certificate of arrival in the United States issued by U.S. Immigration Office showing age of child ___ Life insurance policy at least one year old showing age of child ___ Certificate of Degree of Indian Blood (CDIB) showing date of birth ___

(Signature of Parent or Guardian)

(Date)

PRINCIPAL, HEADMASTER OR EQUIVALENT ADMINISTRATIVE OFFICER'S RECOMMENDATION

Student is at least 14 years of age: Yes No
(IF NO, APPROVAL MUST BE DENIED)

Student has met attendance requirements: Yes No
(IF NO, APPROVAL MUST BE DENIED)

I, the undersigned recommend or do not recommend that _____ be given an employment certificate.

(Signature of Issuing Officer)

(Date)

THIS FORM MUST BE RETURNED TO THE SCHOOL BEFORE A CERTIFICATE (Form 601) WILL BE ISSUED

PLACE A COPY IN STUDENT'S SCHOOL FILE.

WHD-91-7-01 (Rev 08/2011)

CHILD LABOR LAW

Section 71 et. seq. of Title 40 of the Oklahoma Statutes
Applicable to minors UNDER 16 years of age

Minimum Age	14 years of age																																	
Employment Certificate	<p>Employment certificate is issued by the school and is <u>required for all employed minors</u>, including home schooled minors and minors from out-of-state working in Oklahoma.</p> <p>Employers are required to have an employment certificate from the school before a minor is allowed to work.</p> <p>Note to Issuing Officer(s): Minors <u>must comply</u> with compulsory School Laws, Title 70 Section 10</p>																																	
Hours Standard	<p>School in session – minors restricted to:</p> <ul style="list-style-type: none">No more than three (3) hours per school dayNo more than eight (8) hours per non-school dayNo more than eighteen (18) hours per school week <p>School not in session – minors restricted to:</p> <ul style="list-style-type: none">No more than eight (8) hours per non-school dayNo more than forty (40) hours per non-school week																																	
Break Periods	<p>For every five (5) hours worked – Thirty (30) minute rest period</p> <p>For every eight (8) hours worked – One (1) hour rest period</p>																																	
Times Standard	<p>From Tuesday after Labor Day through May 31st – minors: Can not work before 7:00 a.m. and not after 7:00 p.m.</p> <p>From June 1st through Labor Day – minors: Can not work before 7:00 a.m. and not after 9:00 p.m.</p>																																	
Prohibited Occupations	<p>Occupations which threaten health and well-being include, but not limited to:</p> <table><tr><td>Baking</td><td>Communications</td><td>Construction</td></tr><tr><td>Cooking</td><td>Coolers</td><td>Cutters</td></tr><tr><td>Demolition</td><td>Freezers</td><td>Fryers</td></tr><tr><td>Grills</td><td>Hoisting devices</td><td>Ladders</td></tr><tr><td>Loading</td><td>Machinery</td><td>Manufacturing</td></tr><tr><td>Mining</td><td>Motor vehicles</td><td>Mowers</td></tr><tr><td>Power-Driven</td><td>Processing</td><td>Public messenger</td></tr><tr><td>Public Utilities</td><td>Repair</td><td>Slicers</td></tr><tr><td>Storage</td><td>Transportation</td><td>Unloading</td></tr><tr><td>Warehouse</td><td>Weed eaters</td><td>Work rooms</td></tr><tr><td></td><td>Youth peddling</td><td></td></tr></table>	Baking	Communications	Construction	Cooking	Coolers	Cutters	Demolition	Freezers	Fryers	Grills	Hoisting devices	Ladders	Loading	Machinery	Manufacturing	Mining	Motor vehicles	Mowers	Power-Driven	Processing	Public messenger	Public Utilities	Repair	Slicers	Storage	Transportation	Unloading	Warehouse	Weed eaters	Work rooms		Youth peddling	
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For information on hazardous occupations for 16 and 17 year olds, contact the United States Department of Labor at 1-866-487-9243

Oklahoma Department of Labor

1-888-269-5353

www.labor.ok.gov