

WEST VIRGINIA DIVISION OF LABOR

1900 Kanawha Boulevard East - State Capitol Complex – Building 3, Room 200 - Charleston, WV 25305

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SUPERVISION PERMIT Authorized by W. Va. Code §21-6-8

SECTION A - To Be Completed by the Minor's Prospective Employer (Attach additional sheets if necessary)

1. Full Legal Name of Minor: _____

2. Name, Address, Telephone Number, Fax Number and Email Address of Employer:

_____.

3. Describe the nature of your business in detail: _____

_____.

4. Describe in detail the proposed terms and conditions of the minor's job, including the dates of employment, the minor's work schedule, the days and hours of work each week, and the total hours worked each week:

_____.

5. Describe in detail the proposed tasks the minor will perform and identify any machines and equipment the minor will use:

_____.

6. Identify by name and job title the person who is going to supervise the minor, the length of time the responsible supervisor has been employed by you, the specifics of the supervisor's work schedule and describe how the supervisor will supervise the minor:

_____.

7. Explain the minor's previous work experience, training or any other special circumstances that are related to the proposed tasks the minor will perform and the machines and equipment the minor will use:

8. Explain how and why you feel the proposed job will be in the minor's best interests, and how he or she will benefit from working for you:

I understand that this Supervision Permit must be approved by the West Virginia Division of Labor Commissioner, or his or her representative, **BEFORE** the minor child can begin work;

I further understand and agree that, if this Supervision Permit is approved, or approved with modifications, I will employ the minor according to the West Virginia Child Labor Act, W. Va. Code §21-6-1 through §21-6-11 and the terms and conditions above, or as modified;

I expressly state that the employer is not subject to federal regulations concerning child labor, as found at <http://www.dol.gov/whd/childlabor.htm>;

I also understand that I must keep this Supervision Permit on file as long as the minor is employed.

Printed Name of Person Completing this Section of the Supervision Permit

Title, Telephone Number, and Email Address of Employer's Authorized Representative

Signature of Employer's Authorized Representative _____ Date _____

SECTION B - To Be Completed by the Minor's Parent or Guardian

(Attach additional sheets to include additional information you would like the Division of Labor to consider)

I, _____, am the parent guardian of
Printed Name Parent of Legal Guardian

Full Legal Name of Minor, Age and Birthdate

10. Explain how and why you believe that the proposed job will be in your child's best interests:

11. Describe your child's previous work experiences or training, especially related to the proposed job:

12. Describe any concerns, restrictions or conditions concerning your child's proposed job that you believe are necessary to ensure that your child's best interests will be met:

13. Is there any training, special equipment, etc. that you want your child's prospective employer to provide?

I understand that this Supervision Permit must be approved by the Commissioner of the West Virginia Division of Labor **BEFORE** my child can begin work.

I further understand and agree that, if this Supervision Permit is approved by the Commissioner of the West Virginia Division of Labor, or approved with modifications, my child must be employed according to the terms and conditions above, or as modified.

Signature of Parent or Guardian

Date

Address and Daytime Telephone Number of Parent or Guardian

SECTION C - To Be Completed by the West Virginia Division of Labor Commissioner or his or her representative:

I, _____, have reviewed the Supervision Permit for
Name of Commissioner or Authorized Representative

_____. Based on the information submitted, I find as follows:
Full Legal Name of Minor

the Supervision Permit is issued as written

the Supervision Permit is issued with the following modifications and conditions:

the Supervision Permit is rejected for the following reasons:

The minor's employer is responsible for complying with all the terms and conditions of the Supervision Permit as written, or as modified above.

Signature & Title

Date

Copies to Minor's Parent or Guardian and Employer