

Work Permit and Age Certificate

CA-7 for 16 and 17 years of age

Regular/Temporary

Directions: Please print using an ink pen or type.
See back of this form for details.

Permit Number

Part I: To be completed by the Employer

Name of Business	Address	City	Zip
Applicant's Job Title		Will minor be working under a Department of Labor granted hour deviation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, must be attached.	
Job Duties/Tasks to be performed by minor:		Hourly Wage	Hours of Employment: (total per week)
		Earliest Starting Time: _____ am/pm Latest Ending Time: _____ am/pm	
Employer Signature		<input checked="" type="checkbox"/>	
Telephone		Title	Date

Employer Information:

- The employer must have a completed work permit form before a minor begins work.
- The employer must provide competent adult supervision at all times.
- The employment of the minor will conform to all federal, state, and local laws and regulations, including non-discrimination against any applicant or employee because of race, color, sex, age, religion, marital status, national origin, ancestry, or handicap.

Part II: To be completed by Applicant

Name of Minor			Address			City		Zip	
School Name*			Address			City		Zip	
Age	Date of Birth		School Status (check <input type="checkbox"/> one) <input type="checkbox"/> In School <input type="checkbox"/> Left School			Last Grade Completed:			
	Month	Day							
Signature of Minor			Name of Parent or Guardian						

*Present or last attended

Part III: To be completed by School's Issuing Officer

This is to certify that: 1) the minor personally appeared before me, 2) this form was properly completed, 3) listed job duties are in compliance with state and federal laws and regulations, 4) listed hours are in compliance with state and federal laws and regulations, 5) this form was signed by student and employer, and I authorize the issuance of this work permit.	Evidence of Age Confirmed by: (Issuing Officer checks <input type="checkbox"/> one) <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Certificate of Arrival in the U.S. <input type="checkbox"/> Driver's License <input type="checkbox"/> Other _____ <input type="checkbox"/> School Record <input type="checkbox"/> Other _____ <input type="checkbox"/> Baptismal Certificate _____ <input type="checkbox"/> Hospital Record of Birth _____
Signature of Issuing Officer <input checked="" type="checkbox"/>	Number of Hours in School: per day _____ per week _____
Issue Date: _____	School: _____ Address: _____ City, State, Zip: _____ Telephone: _____

Instructions for Completing and Issuing CA-7 Work Permit and Age Certificate

Who needs a CA-7 Work Permit? Any minor who is 16 or 17 years of age and not specifically exempted from the Youth Employment Standards Act (P.A. 90 of 1978). This completed form permits a minor to be employed only by the employer listed in Part I. Employers must complete a CA-6 for minors who start employment at 15 years of age or under. CA-6 and CA-7 permits are valid until a minor turns 18 or graduates as long as the minor works for the same employer.

Who issues work permits? The issuing officer is the superintendent of a school district or intermediate school district or their authorized designee.

Employment of minors. A person under 18 years of age shall not be employed in, about, or in connection with an occupation which is hazardous or injurious to the minor's health or personal well-being or which is contrary to standards established by State and Federal Acts. The minimum age for employment is 14 years, except that a minor 11 years of age or older may be employed as a golf caddy, and a minor 13 years of age or older may be employed in some farming occupations.

Procedure. The prospective employer starts the work permit process by completing Part I of either CA-6 or CA-7 (depending on minor's age) then:

1. Minor completes Part II of form.
 2. Minor takes form to school district's issuing officer.
 3. Issuing officer verifies age of minor using the best available evidence and ensures compliance with state and federal laws and regulations.
 4. School issues work permit by officer signing and dating form in Part III.
 5. School makes extra copies for files.
 6. Minor returns the completed original form to the employer before beginning work.
- The failure or refusal to issue a work permit by the school may be appealed by the minor in accordance with P.A. 306 of 1969.

Employer's Responsibilities. Employers shall keep the original CA-7 form on file at the place of employment. The issuance of a work permit does not authorize employment of minors contrary to state or federal laws and regulations.

Issuing Officer's Responsibilities. A copy of the CA-7 and Department of Labor deviation forms shall be filed in the minor's permanent school file for as long as the minor is employed. Work permits shall not be issued if the work is hazardous, information is incomplete, or if the minor's employment is in violation of state or federal laws and regulations.

Hours of Work: Minor 16 years and over may work no more than:

1. 6 days in 1 week
 2. A weekly average of 8 hours per day
 3. 48 hours in 1 week
 4. 10 hours in 1 day
- Minors 16 and 17 may work between 6 a.m. and 10:30 p.m. A minor 16 and 17 may work until 11:30 p.m. during school summer vacation (June 1-Labor Day). A student minor shall not be employed more than a combined school-work week of 48 hours.

Michigan Youth Employment Standards Act (P.A. 90 of 1978): For information about the law, rules, regulations, and deviations contact the Michigan Department of Labor, Bureau of Employment Standards, 7150 Harris Drive, Box 30015, Lansing, MI 48909.

Federal Fair Labor Standards Act: For information about Federal child labor provisions contact the nearest U.S. Department of Labor, Wage-Hour Division.

Revocation of permit: A permit may be revoked by the school if 1) poor school attendance results in a level of school work lower than that prior to beginning employment, or 2) the department of labor informs the school of an employer's violations of state or federal laws or rules. Any minor who has a permit revoked shall be informed of the appeal process by the school.