

STATE OF WEST VIRGINIA



WEST VIRGINIA DIVISION OF LABOR
CAPITOL COMPLEX, BUILDING 6, ROOM 749-B CHARLESTON, WEST VIRGINIA 25305
304-558-7890

WORK-BASED LEARNING PROGRAM OR A WECEP WORK PERMIT FOR A MINOR UNDER THE AGE OF 16

Revised July 1, 2015

Authorized by W. Va. Code §§21-6-3, 21-6-4, AND 21-6-7

SECTION A TO BE COMPLETED BY THE MINOR'S PROSPECTIVE EMPLOYER Attach additional sheets if necessary

1. The undersigned intends to employ _____ to
Name of Minor
perform the following tasks or jobs and to use the following equipment: _____

2. I will employ the minor beginning on _____ for a total number of ____ hours
Date
per week, as follows:

- Mon school week non-school week from ____ am pm to ____ am pm
- Tue school week non-school week from ____ am pm to ____ am pm
- Wed school week non-school week from ____ am pm to ____ am pm
- Thu school week non-school week from ____ am pm to ____ am pm
- Fri school week non-school week from ____ am pm to ____ am pm
- Sat school week non-school week from ____ am pm to ____ am pm
- Sun school week non-school week from ____ am pm to ____ am pm

3. The minor will have at least a 30 minute meal break on the following days: _____

4. _____
Name, Address and Telephone Number of Business

5. _____
Description of the Type of Business

I understand and agree that the minor will be legally employed 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 the terms and conditions as modified.

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

6. _____
Printed Name and Signature, Title, Telephone Number, and Email Address of Employer's Authorized Representative

Date

**SECTION B
TO BE COMPLETED BY THE MINOR'S PARENT OR LEGAL GUARDIAN**

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

_____, born on _____ in _____,
Full Name of Minor Birthdate Town or City of Birth

_____, and who is _____ years old. By my signature
State of Birth

below, I consent to the employment of my child as described in Section A.

I have attached my child's certified birth certificate a certified copy of the birth certificate.

Signature of Minor's Parent or Guardian

Date

Address and Daytime Telephone Number of Minor's Parent or Guardian

SECTION C
TO BE COMPLETED BY THE PRINCIPAL OR REGISTRAR
OF THE MINOR CHILD'S SCHOOL

I, _____, am the Principal the Registrar
Printed Name of Principal or Registrar

of _____ . I certify that _____
Name of Minor's School Name of Minor

is currently enrolled in or attending this school.

Signature of Principal or Registrar Date

Address, Telephone Number and Email Address of the Principal or Registrar

SECTION D
TO BE COMPLETED BY THE COUNTY SUPERINTENDENT OF SCHOOLS

I, _____, am the Superintendent of Schools
Printed Name of Superintendent of Schools or Appointed Person

the individual appointed by the Superintendent of Schools for _____ County
to review this Work Permit.

In deciding whether to issue, modify or reject this Work Permit, I certify that I have reviewed the
following sections and required attachment and that they are complete:

Section A of this Work Permit, including the statement of the minor's prospective
employer that he or she intends to legally employ the child according to the Child Labor Act and
the written description of the tasks that the minor will perform;

Section B of this Work Permit, including the parent's or legal guardian's written
consent;

The minor's certified birth certificate or certified copy of the birth certificate is
attached; and

Section C of this Work Permit showing that the minor is enrolled in or attending

school.

I further certify that _____ has personally appeared before me on
Name of Minor Child

Date

By my signature below, I am issuing modifying rejecting this Work Permit, effective

_____. The modifications, if any, are as follows: _____
Date

Signature of Superintendent of Schools or Appointed Person

Date

Address, Telephone Number, and Email Address of the Superintendent of Schools or Appointed Person

Original retained by the Superintendent of Schools or Appointed Person.

Copy of issued permit mailed to WV Division of Labor within 4 days of issuance as required by W. Va. Code § 21-6-4(b).

Copies to the Minor's Parent or Legal Guardian and Employer.