

WORKING PAPERS OFFICE

The Working Papers Office is located at the
Juanita Sanchez Educational Complex-Student Affairs Office, 182 Thurbers
Avenue (401) 456-9293

OFFICE HOURS: MAY 7, 2018-JUNE 22, 2018
MONDAY through FRIDAY 8:30am-4:30pm

SUMMER OFFICE HOURS: BEGINNING JUNE 25, 2018
MONDAY through FRIDAY 8:30am-4:00pm

What do I need to attain a Student Work Permit in Rhode Island?

- ✓ Be at least between the ages of 14-17 years of age
- ✓ Have Intent to Employ Minor Form signed by Parent/Guardian & Employer
- ✓ Once Intent to Employ Form is completed, it is to be presented by the MINOR, and delivered IN PERSON to the Student Affairs Office.
- ✓ Have a acceptable proof of age i.e. (Birth Certificate, RI State Identification, RI License, Baptismal Certificate, Passport, (Please see additional acceptable proof of age listed on Intention to Employ Form)

job pending



Rhode Island Department of Labor and Training
INTENTION TO EMPLOY MINOR

Print in Ink, or Type, or on-line (except signature) (Adobe Reader 5.0 and above)

Check one:	<input type="checkbox"/> 14-15 Years of Age SPECIAL LIMITED PERMIT TO WORK (Mandatory under law)	<input checked="" type="checkbox"/> 16-17 Years of Age CERTIFICATE OF AGE (Advisable for Employer's Protection)	Employer's Affidavit		
	1. Full Name of Minor		first	middle	THIS ESTABLISHMENT WILL EMPLOY THE MINOR NAMED HEREIN, SUBJECT TO ALL PERTINENT LAWS & REGULATIONS. EMPLOYER ASSUMES RESPONSIBILITY TO ASCERTAIN THAT THE MINOR IS OF LEGAL AGE FOR ANY OCCUPATION ASSIGNED.
	2. Address of Minor		last		
	3. Business Name of Employer		8. Signature of Employer		Date
	4. Business Address of Employer		9. Print Signer's Name and Title		
	5. Address where minor will perform work (if different from above)		PARENT'S APPROVAL		
	6. Nature of Employer's Business		I HEREBY GIVE PERMISSIONS FOR THE MINOR NAMED AT LEFT TO ENTER EMPLOYMENT AS HEREIN DESCRIBED		
	7. Minor to be employed as		10. Signature of Parent or Guardian (in ink)		X
		11. Address of Parent or Guardian			

DLT-L-77 (Rev. 11/2000) CL-1-12/96

RESTRICTIONS -- Hours of Work

MINORS 14-15 years of age:

- Maximum hours - RI 8 hours per day, 40 hours per week
- Federal - 3 hours per day (school day) - 8 hours non-school day, 18 hours per week (school week - 40 hours, non-school week)
- Curfew - RI Employment permitted between the hours of 6 A.M. and 7 P.M. (except 9 P.M. during school vacations)
- Federal - Employment between the hours of 7 A.M. and 7 P.M. (except 9 P.M. from June 1st through Labor Day)

THE MORE RESTRICTIVE STANDARD APPLIES WHENEVER THERE IS COVERAGE BY BOTH STATE AND FEDERAL LAW.
 Work is prohibited in factories, mechanical, manufacturing, or processing establishments. **NO WORK WHEN SCHOOL IS IN SESSION**

MINORS 16-17 years of age:

- Maximum hours - RI 9 hours per day (9 3/5 per day in a 5 day work week,) 48 hours per week.
- Curfew - **STUDENTS** Employment permitted between the hours of 6 A.M. and 11:30 P.M. (if no classes are scheduled on the following day, minor may be employed until 1:30 A.M.)

NON-STUDENTS No Curfew

Certain Occupations have been declared hazardous for 16 and 17 year old workers through the provisions of the Fair Labor Standards Act.

For information regarding Federal Restrictions contact the area office:
 Employment Standards Administration
 United States Dept. of Labor
 380 Westminister Street, Providence, RI 02903
 (401) 528-4431

For information regarding the provisions of Rhode Island laws contact:
 Labor Standards Division
 RI Department of Labor and Training
 P.O. Box 20390, Cranston, RI 02920-0944
 (401) 462-8550

This application is for employment to take place within the state of Rhode Island. When completed, it is to be presented by MINOR, IN PERSON, to the issuing officer as designated by the School Committee in the city/town of minor's residence. A minor who is not a Rhode Island resident must present this form to the Issuing Officer, so designated, in the city or town where the work is being performed.

All applications must be accompanied by an acceptable proof of age, such as a (1) Birth Certificate, (2) Baptismal Certificate, (3) Bible Records, (4) Passport, (5) Insurance policy (at least 1 year old), (6) Physician's Certificate of Age accompanied by school records of age and parents affidavit, (7) Rhode Island Motor Vehicle Operator's license with photograph.

Minors 14-15 may not start work until employer has been issued the necessary permit;

Minors 16-17 may not be employed beyond the curfew until the employer has been issued a certificate of age verification.