

Employer Intent to Employ Form: Instructions

All forms related to the employment certificate process can be obtained at our website at <http://www.doli.virginia.gov/> through the link on the left sidebar titled “Request a Permit”.

THIS FORM MUST BE COMPLETED BY THE EMPLOYER AS THEY ARE LIABLE FOR STATEMENTS MADE ON THIS FORM

All fields should be completed, if the field is not applicable to your business, please write “N/A” in the field.

The Permission to Employ form, which ***must*** be completed by the parent/guardian/custodian, must be submitted at the same time as this form. An employment certificate will not be issued until we receive both ***original*** forms. ***Faxed or e-mailed copies will not be accepted.***

If you have questions relating to the employment certificate process, please contact our office at:
Virginia Department of Labor and Industry
Central Virginia Regional Office
1570 East Parham Road
Richmond, Virginia 23228
(804) 371-3104 ext. 242

EMPLOYER INTENT TO EMPLOY

(In accordance with Sections §40.1-84 & §40.1-93, Code of Virginia)

Please Print Clearly

Co./Corporate Name _____ Trading As Name: (If different) _____

Child's Name _____ Sex: F M (Circle One)
First Last MI

Child's Address _____ City _____ State _____ Zip _____

Child's Date of Birth _____ Document Used As Proof of Age* _____
Day Month Year

Type of Business _____

Job Description _____
(Include specific duties)

Lifeguard – Age 15 years old Y/N: _____ Lifeguard Certificate: Y/N
(Attach copies of the certificate)

Permissible Hours of work as legally allowed under §40.1-81.1.

Company Mailing Address:

Site Address: (Location where child will work, if different)

Street _____ Suite # _____

Street _____ Suite # _____

City _____ State _____ Zip _____

City _____ State _____ Zip _____

Phone Number _____

Phone Number _____

Email _____

Email _____

Hiring Agent First Name _____

Last Name _____

Email _____

Phone _____

Number of employees at this location Adult _____

Age 16 - 17 _____ Age 14 - 15 _____

* § 40.1.94. Proof of Age

The employer shall procure and keep on file, accessible to the Department or authorized persons charged with the enforcement of this chapter, the proof of age as provided in § 40.1.94.

(1) A birth certificate or attested transcript issued by a registrar of vital statistics or other officer charged with the duty of recording births

(2) A baptismal record or duly certified transcript thereof showing the date of birth and place of baptism of the child

(3) Government issued ID (Passport, DMV)

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF LABOR AND INDUSTRY
1570 EAST PARHAM ROAD
RICHMOND, VIRGINIA 23228

THIS IS NOT AN EMPLOYMENT CERTIFICATE

