



## Employment of Minors/Working Papers for Minors

Categories : [Employment and Training](#), [Youth and Young Adults](#)

NOTE: Both employers and minor workers should read information about permitted occupations, hours of work, and wages at the following Connecticut State Department of Labor website: [www.ctdol.state.ct.us/wgwkstnd/faqs-minors.htm](http://www.ctdol.state.ct.us/wgwkstnd/faqs-minors.htm)

Excerpt from Connecticut State Department of Labor's web site:

### CHECKLIST FOR MINORS APPLYING FOR STATEMENT OF AGE/WORKING PAPERS

- Are you at least 16 years old (15 years old for retail establishments during vacation weeks)?
- Do you have an employer's written promise of employment?
- Do you have proof of age such as a birth certificate, baptismal certificate, or passport?
- Do you have your Social Security card?
- Is the job permitted for your age according to Connecticut's laws/regulations?
- Is the industry permitted for your age according to Connecticut's laws/regulations?
- Are the time and hours of work permitted by law?
- Permitted Occupations for 14 and 15 year olds ([www.ctdol.state.ct.us/wgwkstnd/minors/wg14yes.htm](http://www.ctdol.state.ct.us/wgwkstnd/minors/wg14yes.htm))

If the answers to all of the above questions are "YES", take your "promise of employment" and proof of age and go to the public high school in your town, or contact your Superintendent of Schools. Working papers are obtained at your public high school. You MUST have working papers before you start work.

### EMPLOYERS' CHECKLIST FOR EMPLOYMENT OF MINORS/YOUTH EMPLOYMENT

- Statement of Age/Working Papers (obtained by minors from most local public high schools with the employer's written promise of employment and the minor's proof of age)
- Time & Hour Restrictions
- Is it a Permitted Occupation for minor's age?
- Is it a Permitted Industry for minor's age?
- Do you provide at least a 30 minute meal period if the minor works seven and one-half (7 1/2) hours or more?
- Do you pay wages at least equal to the state and federal minimum wage rates?
- Do you maintain payroll records (3 years) and personnel files (1 year following separation)?
- Do you provide employees with a "hiring agreement" stating the employees' hours of employment, rate of pay, wage payment schedule and vacation, sick, and health & welfare benefit information?

NOTE: Working papers for minors are sometimes referred to as "Work Permits".

For additional information, see the Connecticut Judicial Branch Law Libraries, "Labor Law and the Family" guide: <http://www.jud.ct.gov/lawlib/Notebooks/Pathfinders/LaborLawandtheFamily/labor.pdf>

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TO FIND PROVIDERS IN CONNECTICUT'S COMMUNITY RESOURCES DATABASE:

Search by service names:

[School Districts](#)



[Secondary/High Schools](#)

(for obtaining working papers)

*SOURCE: Connecticut State Department of Labor Workplace Standards Division website*

*PREPARED BY: 211/pt*

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