

## **Liberty is certified by the Illinois Department of Labor to issue Employment Certificates**

Illinois Labor Law states that a minor may not work at most types of jobs before the age of 16. There is an exception to this law. Minors under age 16 who wish to work must obtain an official "Employment Certificate" a.k.a. "Work Permit," from the Illinois Department of Labor, in order to do so legally. The Employment Certificate is awarded to those under the age of 16 years who have demonstrated that they are entering the work force willingly, will be working in an acceptable work environment for younger people (e.g., not in a dangerous job, or for unacceptably long hours), and will not be interfering with their education by doing so.

### **Who is eligible to obtain an Employment Certificate?**

Anyone who is at least 14 years old may obtain an Employment Certificate for some non-dangerous jobs.

Some types of jobs have conditions. See \* below.

### **What Jobs are Approved for Minors?**

The Labor Laws which describe the types of jobs that a minor may legally perform are complex. In general, any potentially hazardous jobs like carpentry work, roofing, or quarry mining, are not allowed. In addition, the number of hours that a minor may work is severely limited during school days, and amount of work may be limited for any particular week. Liberty's Issuing Officer will have the current guidelines and will take the time to make a satisfactory determination about your prospective employment. The Employer also has the responsibility of knowing & following the Labor Laws.

**\*Liberty also issues for Actors, Entertainers, Models, Athletes, Musicians, etc. for the following unions: SAG-AFTRA, AEA, AFM/CFM, AGMA, AGVA, IATSE, and for the Olympics & Jr. Olympics – USOC, AAU, USATF, and for Talent Agencies & Sports Federations**

**\*Special Parental Supervision is Required for these Jobs:** If the minor is to be employed in an entertainment field, a parent must be present at all performances, shoots, etc., and there is a limit to the number of performances, shoots, etc. that may be required of the minor - per day and per week.

### **How to obtain an Employment Certificate?**

Step 1: Submit the application form and all required documents to the Liberty Issuing Officer.

Step 2: The Issuing Officer must submit your forms & documents directly to the IL Dept. of Labor.

The following documents are required:

1. Information for the Application Form
2. A statement from the minor's prospective employer describing the job and exact hours the minor will be working. If working in the entertainment or modeling business, a statement and information for every person who will be supervising the minor during working hours.
3. Evidence of the minor's exact age: Liberty requires a certified Birth Certificate for its file.
4. A Statement from the Liberty Administrator/Issuing Officer.
5. A Statement of Physical Fitness signed by a physician certifying that the minor is fit to perform the job in question.

Call Liberty for more information or if you have any questions.