# 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) 292-6104

DOLI
VIRGINIA DEPARTMENT OF
LABOR AND INDUSTRY

# 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)*

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

*Company Mailing Address:*

Street _____ Suite # _____

City _____ State _____ Zip _____

Phone Number _____

Email _____

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

Street _____ Suite # _____

City _____ State _____ Zip _____

Phone Number _____

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 isued 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

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