Employee Information Form

Alabama Department of Labor

Name:

Telephone:

Home Address:

City: State:

Date of Birth:

Date of Hire:

Enrolled in School? Yes No

School of Attendance:

Proof of Age must be on file for all employees 18 and younger

(copy of a driver’s license, birth certificate, or government issued ID which includes the minor’s name and date of birth)

An Eligibility to Work form is required to be on file for minors age 14 and 15.

Time records which shall state the number of hours worked each day, starting and end times, and break times, shall be kept on file at the location in which the minor is employed.

The Employee Information Form shall be on the premises where each minor 18 and younger is employed.

(Any employer who wishes not to use the Employee Information Form shall keep all required records on the premises where employees 18 and younger are employed.)

[www.labor.alabama.gov](http://www.labor.alabama.gov/)