



**BUREAU OF LABOR AND INDUSTRIES**

Wage and Hour Division

**ANNUAL EMPLOYMENT CERTIFICATE APPLICATION**  
for minors 14 through 17 years of age

Business Name \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_

Corporation Name (if any) \_\_\_\_\_

Type of Business \_\_\_\_\_ NAIC Code (if known) \_\_\_\_\_

Site Address \_\_\_\_\_  
(Street) (City) (State) (Zip) (County)

Mailing Address \_\_\_\_\_  
(Street/P.O. Box Number) (City) (State) (Zip) (County)

1. **ESTIMATE** the number of minors to be employed in the next twelve (12) month period: \_\_\_\_\_
2. Do you anticipate employing 14-15 year olds? Yes \_\_\_\_\_ No \_\_\_\_\_ 16-17 year olds? Yes \_\_\_\_\_ No \_\_\_\_\_
3. **Describe the duties** of the minors to be employed, the work areas, and the address(es) where the work is to be performed, if other than the above site. Please attach a list of locations if necessary.

4. List all power-driven machinery/equipment minors will operate or assist in the operation of:

5. Do you anticipate employing minors in agriculture? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Operation of or riding in or on a tractor? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Operation of or riding in or on other farm machinery? Yes \_\_\_\_\_ No \_\_\_\_\_

I certify that the information contained in this application is true and that I have received a summary of the child labor laws. I agree to:

- 1) Employ minors consistent with the application herein;
- 2) Comply with child labor laws; and
- 3) Report any changes in the above information by filing a Notice of Change (To Annual Employment Certificate) form between renewal periods within 15 days of the change.

\_\_\_\_\_  
(Signature of Employer or Representative) Date \_\_\_\_\_

\_\_\_\_\_  
(Printed Name of Employer or Representative) Telephone No. (\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_

**RETURN THIS APPLICATION TO:**

Bureau of Labor and Industries  
Child Labor Unit - Suite 1045  
800 NE Oregon Street  
Portland, OR 97232-2180  
Telephone: (971) 673-0836  
Fax: (971) 673-0769