

**State of Michigan****Combined Offer of Employment and Work Permit/Age Certificate  
CA-6 for minors UNDER 16 years of age**

Permit Number for School Use

(optional)

**Employer Information:**

- The employer must have a completed work permit form on file before a minor begins work.
- The employer must always provide competent adult supervision.
- The employer of the minor must comply with federal, state, and local laws and regulations including nondiscrimination against any applicant or employee because of race, color, religion, national origin or ancestry, age, gender, height, weight, marital status, or disability.
- The employer must return the work permit to the issuing officer upon termination of the minor's employment.

Directions: Please type or print using an ink pen. **See back of this form for summary of requirements.****Section I: To be Completed by Minor Applicant**

|   |                               |   |                                     |  |      |
|---|-------------------------------|---|-------------------------------------|--|------|
| Name of Minor:  |                               | Address:                                    |                                     | City:  | ZIP: |
| Age:  | Date of Birth Month/Day/Year: | Last Four Digits of Social Security Number: | Contact Telephone Number for Minor: | Application Submitted Electronically: <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If yes, provide email to return approved form: |      |
| Name of School (present or last attended):  |                               | Address:                                    |                                     | City:  | ZIP: |
| Last Grade Completed:   |                               |   |                                     | Type of Business (i.e. fast food, retail sales):   |      |
| School Status (check one): <input type="checkbox"/> in school <input type="checkbox"/> home schooled <input type="checkbox"/> online/cyber/virtual <input type="checkbox"/> Not Attending |                               |   |                                     |  |      |
| Name of Parent/Guardian (circle one):   |                               | Parent/Guardian Telephone:                  |                                     | Parent/Guardian Email Address (optional):  |      |

**Section II: To be Completed by the Employer - Offer of Employment**

|  |   |   |   |   |            |
|--|---|---|---|---|------------|
| Name of Business:<br>City of Madison Heights   |   | Address: 300 W 13 Mile  |   | City: Madison Heights   | ZIP: 48071 |
| Earliest Starting Time a.m./p.m.:<br>7 a.m.  | Latest Ending Time a.m./p.m.:<br>7 p.m. school / 9 p.m. no school | Hours per Day:<br>3 school<br>8 no school   | Number of Days per Week:<br><b>Not more than 6 days</b> | Total Hours of Employment per Week:<br>Not more than 18 hours school, or 40 hours no school |            |
| Applicant's Job Title:<br>Volunteer  | Hourly Wage:<br>0   | Job Duties/Tasks to be Performed by Minor:<br>Event Assistance, filing, sorting books, cleaning |   | Equipment/Tools to be Used by Minor:<br>Copier, printer, paper cutter                       |            |
| Signature of Employer:<br>(x)  |   | Title:<br>HR Assistant  |   | Telephone:<br>248-583-082   | Date:      |

**Section III: To be Completed by School's Issuing Officer – Must be Signed by the Issuing Officer to be Valid**

|  |  |   |   |
|--|--|---|---|
| This is to certify that:<br>(1) this form was properly completed,<br>(2) listed job duties are compliant with state and federal laws and regulations,<br>(3) listed hours are compliant with state and federal laws and regulations,<br>(4) this form was signed by employer,<br>(5) I authorize the issuance of this work permit. |  | Evidence of Age Confirmed by (issuing officer checks one):<br><br><input type="checkbox"/> Birth Certificate <input type="checkbox"/> Certificate of Arrival in the U.S.<br><input type="checkbox"/> Driver's License <input type="checkbox"/> Hospital Record of Birth<br><input type="checkbox"/> School Record <input type="checkbox"/> Baptismal Certificate<br><input type="checkbox"/> Other (describe) _____ | Number of Hours in School Per Week When School is in Session: |
| Name of School District:<br><br>Address:<br><br>City, State, ZIP:<br><br>Telephone Number:   |  | Printed Name of Issuing Officer:<br><br>Signature of Issuing Officer:<br>(x)  | Title:<br><br>Issue Date:                                     |

**Summary of Requirements  
CA-6 MICHIGAN WORK PERMIT AND AGE CERTIFICATE**

**Who Needs a CA-6 Work Permit?** A minor who is 14 to 15 years of age who are not specifically exempted and minors 11-13 employed in certain occupations. This completed form permits a minor to be employed only by the employer and at the location listed in Section II. CA-6 Work Permits are valid until a minor turns 18 years of age or graduates as long as the minor works for the same employer. Home schooled students must be issued a work permit from an authorized issuing officer.

**Who Issues the Work Permit?** The issuing officer is the chief administrator of a school district, intermediate school district, public school academy, or nonpublic school, or a person authorized by that chief administrator, in writing, to act on his/her behalf. The work permit may be issued by the school the minor attends or the school district where the minor resides or will be employed.

**Employment of Minors:** A person under 18 years of age shall not be employed in, about, or in connection with an occupation which is hazardous or injurious to the minor's health or personal well-being or which is contrary to standards established by state and federal acts, e.g., construction, slicers, motor vehicle operation, power-driven machinery. The minimum age for employment is 14 years except that a minor 11 years of age or older may be employed as a golf or bridge caddy or youth athletic program referee and a minor 13 years of age or older may be employed in some farming occupations or as a trap-setter. Adult supervision is required.

**Instructions for Completing and Issuing:**

1. The Minor completes Section I of the CA-6 form.
2. The prospective Employer completes Section II.
3. The Issuing Officer verifies the age of Minor using the best available evidence and ensures compliance with state and federal laws and regulations.
4. The Work Permit is issued by the Issuing Officer signing and dating the form in Section III.
5. The Issuing Officer maintains a copy for the school file.
6. The Minor returns the completed form to the Employer **before** beginning work.

The failure or refusal to issue a work permit by the school may be appealed by the minor in accordance with Public Act 306 of 1969.

**Employer's Responsibilities:**

- Must have a completed work permit form maintained at the minor's worksite **before** a minor begins work.
- Must always provide competent adult supervision.
- Must comply with federal, state, and local laws and regulations including nondiscrimination against any applicant or employee because of race, color, religion, national origin or ancestry, age, gender, height, weight, marital status, or disability.
- Records required by Public Act 90 of 1978, as amended, must be maintained, and made available for inspection by an authorized department representative.
- Must return the work permit to the issuing officer upon termination of the minor's employment.
- Must post required workplace posters at worksite. Michigan Wage and Hour posters may be downloaded at [www.michigan.gov/wagehour](http://www.michigan.gov/wagehour).

**Issuing Officer's Responsibilities:** A copy of the CA-6 shall be filed in the minor's permanent school file. Work permits shall not be issued if the work is hazardous, information is incomplete, or if the minor's employment is in violation of state or federal laws and regulations.

**Hours of Work Covered by Federal Law (business gross annual sales exceed \$500,000 or interstate commerce):** Minors 14 and 15 years of age may work:

1. During times outside public-school hours.
2. 3 hours a day while school is in session; 8 hours a day on non-school days.
3. 18 hours in a school week; 40 hours in a non-school week.
4. Not before 7:00 a.m., only after school and only until 7:00 p.m., while school is in session.
5. From 7:00 a.m. until 9:00 p.m. during school summer vacation (June 1 - Labor Day).

**Hours of Work Covered by State Law:** Minors under 16 years of age may work:

1. During times outside public-school hours.
2. 3 hours a day while school is in session; 8 hours a day on non-school days.
3. 18 hours in a school week; 40 hours in a non-school week.
4. Not before 7:00 a.m., only after school and only until 7:00 p.m., while school is in session.
6. From 7:00 a.m. until 9:00 p.m. from June 1 - Labor Day.
7. Not more than 5 hours continuously without a 30-minute uninterrupted meal or rest period.

Week is a workweek. School in session means any week the public school where the minor resides requires students to attend at least one day or a partial day.

**The stricter standard between state and federal law must be followed.**

**Revocation of Permit:** A permit may be revoked by the school issuing officer if: (1) poor school attendance results in a level of schoolwork lower than that prior to beginning employment or (2) the Michigan Department of Labor and Economic Opportunity/U. S. Department of Labor informs the school of an employer's violations of state or federal laws or regulations. Any minor who has a permit revoked shall be informed of the appeal process by the school.



Sent to Personnel \_\_\_\_\_  
Date: \_\_\_\_\_  
Approved: \_\_\_\_\_  
Disapproved: \_\_\_\_\_

## CITY OF MADISON HEIGHTS

### VOLUNTEER APPLICATION / INTERNSHIP/SCHOOL PROJECTS

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Race:  White  African American  Hispanic  American Indian/Alaskan Native  Asian/Pacific Islander  Other \_\_\_\_\_

(Check one)  Male  Female E-Mail: \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Home Address: \_\_\_\_\_  
Street/Apt# \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Name of School/Class Requiring Project: \_\_\_\_\_

Teacher Name/Phone: \_\_\_\_\_

I agree to abide by all the rules and regulations set forth by the City of Madison Heights. I am volunteering for this project and agree to return all equipment and/or City property at the conclusion of the program, if any equipment and/or City property is provided.

I herewith release and hold harmless the City of Madison Heights from any and all claims by myself which may arise from performance of the duties for which I am volunteering. I understand that the City of Madison Heights will indemnify me from any and all claims arising from the performance of the duties for which I am volunteering as long as I am following the rules, regulations, and policies of the department and the City.

I authorize the City of Madison Heights to investigate my background as determined necessary for the particular activity for which I am volunteering. I hereby release and discharge the City of Madison Heights, the Oakland County Sheriff's Department, and/or the Michigan State Police and their agents from liability for any damage of whatever kind or nature, except for willful or intentional acts, that may result from release of this information to the City of Madison Heights.

**Please return to: Madison Heights Public Library, 240 W 13 Mile, Madison Heights, MI 48071;  
Phone: (248) 588-7763 Email: library@madison-heights.org**

\_\_\_\_\_  
**Signature of Student**

\_\_\_\_\_  
**Name of Student (Print)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Legal Guardian**

\_\_\_\_\_  
**Name of Legal Guardian (Print)**

\_\_\_\_\_  
**Date**

These items are required to enable the City of Madison Heights to conduct accurate background checks for all volunteers and will be used only for that purpose. The City of Madison Heights fully supports and complies with the laws which are enacted to protect and safeguard the rights and opportunities of all people, without being subjected or exposed to harassment or discrimination of any kind, including age, national origin, sex, race, religious affiliation, color, height, weight, or marital status.