



City of Thorne Bay

PO Box 19110
Thorne Bay, AK 99919

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

ALASKA DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT



<i>For departmental use only</i>	
<input type="checkbox"/> INDIVIDUAL WORK PERMIT APPROVED	
<input type="checkbox"/> APPROVED AS AMENDED:	
<input type="checkbox"/> DENIED	
By: _____	Date: _____

<i>For departmental use only</i>	
<input type="checkbox"/> GENERAL DUTIES WORK PERMIT	
APPROVED FOR:	
<input type="checkbox"/> 16 & 17 YEAR OLD MINORS; OR	
<input type="checkbox"/> 14 – 17 YEAR OLD MINORS	
By: _____	Date: _____

INDIVIDUAL WORK PERMIT:

1. Employer completes and signs *Section A*.
2. Parent or guardian completes and signs *Section B*.
3. Employer verifies minor's age, agrees to keep a copy of the proof of age on file at the employer's premises and submits work permit by email, fax or in person.
4. When the approved work permit is returned from the department, the minor may begin work.

GENERAL DUTIES WORK PERMIT:

1. Employer completes and signs *Section A*.
2. Employer submits work permit to Wage and Hour office.
3. The approved duties are returned to the employer.
4. Employer obtains the signature of the minor's parent or guardian in *Section B*, verifies minor's age and agrees to keep a copy of the proof of age on file at the employer's premises. The minor may then begin work.
5. Employer must return a copy of the completed work permit to the department **within seven (7) calendar days** of minor beginning to work.

Section (A) to be completed by EMPLOYER

Name of Employer: _____		DBA: _____	
Employer Email: <i>(if no email, please provide fax number):</i> _____		Employer Telephone Number: _____	
Employer Local Mailing Address: _____	City and State: _____	Zip: _____	
Location of Employment (Physical Address): _____	City and State: _____	Zip: _____	
Duties to be performed by minor: _____	Tools, Equipment or Machinery to be used by minor: _____		
Hourly Rate: _____		Pay Periods: _____	
Will the minor be working at an establishment that serves alcohol? <input type="checkbox"/> YES <input type="checkbox"/> NO			Alcohol License #: _____
If yes, is there a valid Restaurant Designation Permit (RDP) filed with the Alcoholic Beverage Control Board? <input type="checkbox"/> YES <input type="checkbox"/> NO			

✓ SEE REVERSE SIDE - FEDERAL LIMITATIONS MAY BE MORE STRICT.

HOURS OF WORK FOR YOUTHS AGES 14 AND 15 YEARS WILL BE RESTRICTED AS INDICATED BELOW:

When school is in session, hours will be limited to a combined total of nine hours of school attendance plus employment in any one day; work will be performed only between the hours of 5 a.m. and 9 p.m. Total hours worked in one week will be limited to 23 hours.
During school vacations, work hours will be limited to a maximum of 8 hours per day and a maximum of 40 hours per week; work will be performed only between the hours of 5 a.m. and 9 p.m.

Alaska law (AS 23.10.350 (c)) states that a minor under 18 years of age:

- (i) May not be employed or allowed to work more than six days a week;
- (ii) Who works for five (5) consecutive hours without a documented, 30 consecutive minute break is to have a documented break of at least 30 consecutive minutes before continuing to work.

I affirm and agree that such working conditions will be maintained and that any and all changes shall have the prior approval of the Commissioner of Labor and Workforce Development. I also affirm that I have verified and will keep on file valid proof of age of this minor employee at the employment premises.

Printed Name of Employer or Agent Acting for Employer _____ Signature _____ Date _____

Section (B) to be completed by PARENT or GUARDIAN prior to employment of minor

Name of Minor (Print): _____	Address: _____	Date of Birth: _____
I affirm that I am the <input type="checkbox"/> parent/stepparent or the <input type="checkbox"/> non-parent legal guardian of the above-named minor and that such minor has my consent to be employed in any occupation authorized by the Alaska child labor laws, Alaska Statutes 23.10.325-370.		
Printed name of parent/legal guardian _____	Signature (Legal guardian must attach documentation) _____	Telephone Number _____ Date _____

NOTICE: All information requested is required to process this work permit. Records of the Department are public records and may be subject to inspection and copying under AS 40.25.110 or be provided to other State agencies (see AS 47.12.310).

DOLWD – LSS
Wage and Hour Administration
P.O. Box 111149
Juneau, AK 99811-1149
Phone: (907) 465-4842
Fax: (907) 465-3584
Statewide.wagehour@alaska.gov

DOLWD – LSS
Wage and Hour Administration
1251 Muldoon Road, Suite 113
Anchorage, AK 99504
Phone: (907) 269-4909
Fax: (907) 269-4915
Statewide.wagehour@alaska.gov

DOLWD – LSS
Wage and Hour Administration
675 Seventh Avenue, Station J-1
Fairbanks, AK 99701
Phone: (907) 451-2886
Fax: (907) 451-2885
Statewide.wagehour@alaska.gov

DOLWD – LSS
Wage and Hour Administration
877 Commercial Drive
Wasilla, AK 99654
Phone: (907) 352-2500
Fax: (907) 375-9630
Statewide.wagehour@alaska.gov

EMPLOYERS PLEASE NOTE:

OCCUPATIONS PROHIBITED TO ALL MINORS UNDER 18:

1. Occupations in manufacturing, handling, or use of explosives.
2. Occupations of motor vehicle driver or helper (limited exceptions.)
3. Mining operations including coal.
4. Logging or occupations in the operations of any sawmill, lath mill, shingle mill or coopeage.
5. Operations of power-driven woodworking machines.
6. Occupations with exposure to radioactive substances and to ionizing radiation.
7. Occupations involving exposure to bloodborne pathogens.
8. Operation of elevators or other power-driven hoisting apparatus.
9. Operation of power-driven metal forming, punching, and shearing machines.
10. Occupations involving slaughtering, meatpacking or processing, or rendering.
11. Occupations involved in the operation and cleaning of power-driven bakery machines.
12. Occupations involved in the operation of power-driven paper products machines.
13. Occupations involved in the manufacture of brick, tile, and kindred products.
14. Occupations involved in the operation and cleaning of circular saws, band saws and guillotine shears.
15. Occupations involved in wrecking, demolition, and shipbreaking operations.
16. Occupations involved in roofing operations.
17. Occupations involved with excavation operations.
18. Electrical work with voltages exceeding 220, or outside erection or repair, and meter-testing, including telegraph and telephone lines.
19. Occupations involved in canvassing, peddling, door-to-door solicitation, or sales.

IF UNDER 16 THESE ADDITIONAL OCCUPATIONS ARE ALSO PROHIBITED:

1. Occupations in manufacturing, mining, or processing, including work rooms or places where goods are manufactured, mined, or otherwise processed.
2. Occupations involved in operation of hoisting or power-driven machinery other than office machines.
3. Operation of motor vehicle or service as helper on motor vehicle.
4. Public messenger service.
5. Occupations in or about canneries, seafood plants, including cutting, slicing, or butchering, or the operation of any floating plant and including loading or unloading.
6. Work performed in or about boilers, engine rooms, or retorts.
7. Work involved with maintenance or repair of the establishment's machines or equipment.
8. Occupations that involve working from window sills, ladders, scaffolds, or their substitutes.
9. Occupations which involve operating, setting up, adjusting, cleaning, oiling, or repair of power-driven food slicers, grinders, choppers, cutters, and bakery-type mixers.
10. Work in freezers, meat coolers, or preparation of meat for sale.
11. Loading or unloading to and from trucks, railroad cars, or meat conveyors.
12. Occupations in warehouses except office and clerical work.
13. Occupations involving use of sharpened tools.
14. Occupations in transportation of persons or property, warehousing and storage, construction (including demolition and repair) except office or sales work in connection with these occupations.

The federal prohibition on the hours 14 and 15 year old minors may be allowed to work is stricter than Alaskan law. Due to this conflict, an employer of 14 or 15 year old minors may find that they are in compliance with State law, but in violation of federal law. For example:

Federal Law

Children 14 and 15 years old may only work:

1. Outside school hours.
2. No more than 40 hours in any one week when school is not in session.
3. Not more than 18 hours in any week when school is in session.
4. Not more than 8 hours in any one day when school is not in session.
5. Not more than 3 hours in any one day when school is in session.
6. Between 7 a.m. and 7 p.m. in any one day except during the summer (June 1 through Labor Day), when the evening hours will be 9 p.m.

State Law

Children 14 and 15 years old may work:

1. A total of 9 hours of school and work combined in one day.
2. Only between the hours of 5 a.m. to 9 p.m.
3. No more than 23 hours per week outside of school hours (domestic work and babysitting excepted).
4. No more than 6 days per week.

There are certain exceptions to the federal law; for example, children in work-study programs through their schools are exempt from some or all of the hour restrictions. For further information on the federal law, contact the United States Department of Labor, Wage and Hour Division, Telephone: 1-866-487-9243. Or in Anchorage: (907) 271-2867

TITLE 4 ALCOHOLIC BEVERAGES and MARIJUANA/CANNABIS-- ALASKA STATUTES

AS 04.16.049. Access of persons under the age of 21 to licensed premises:

(a) A person under the age of 21 years may not knowingly enter or remain in premises licensed under this title unless:

- (1) accompanied by a parent, guardian or spouse who has attained the age of 21 years;
- (2) the person is at least 16 years of age, the premises are designated by the board as a restaurant for the purposes of this section, and the person enters and remains only for dining; or
- (3) the person is under the age of 16 years, is accompanied by a person over the age of 21 years, the parent or guardian of the underaged person consents, the premises are designated by the board as a restaurant for the purposes of this section, and the person enters and remains only for dining.

(c) Notwithstanding any other provision in this section, a person between 16 or 17 years of age may enter and remain within the licensed premises of a hotel, restaurant, or eating place in the course of employment if

- (1) the employment does not involve the serving, mixing, delivering, or dispensing of alcoholic beverages;
- (2) the person has the written consent of a parent or guardian; and
- (3) an exemption from the prohibition of AS 23.10.355 is granted by the Department of Labor and Workforce Development. The board, with the approval of the governing body having jurisdiction and at the licensee's request, shall designate which premises are hotels, restaurants, or eating places for the purposes of this subsection.

(d) Notwithstanding any other provision in this section, a person 18, 19, or 20 years of age may be employed within the licensed premises of a hotel, restaurant, or eating place, may enter and remain within those premises for the purpose of employment, but may not in the course of employment, sell, serve, deliver, or dispense alcoholic beverages.

AS 17.38.070 restricts the employment of employees under the age of 21 from working in all branches of the cannabis/marijuana industry, including but not limited to planting, cultivating harvesting, processing, packaging, transporting or selling.

TOBACCO and PULL-TABS

AS 11.76.106 restricts access to areas where tobacco and tobacco products are sold. Minors under 19 years may not sell tobacco or tobacco products in the course of their employment. 15 AAC 160.480(b) prohibits the sale of pull-tabs by anyone under the age of 21.