

**State of Michigan
 Combined Offer of Employment and Work Permit/Age Certificate
 CA-7 for minors 16 and 17 years of age**

Permit Number for School Use (optional)
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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 If yes, provide email address to return approved form:	
Name of School (present or last attended):		Address:		City:	ZIP:
Last Grade Completed: 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				Type of Business (e.g., fast food, retail sales):	
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:		Address:		City:	ZIP:
Earliest Starting Time a.m./p.m.:	Latest Ending Time a.m./p.m.:	Hours per Day:	Number of Days per Week: Not more than 6 per week	Total Hours of Employment per Week: No more than 24 hours when school is in session and 48 hours when school is not in session	
Applicant's Job Title:	Hourly Wage:	Job Duties/Tasks to be Performed by Minor:		Equipment/Tools to be Used by Minor:	
Will the minor be working under an existing hours deviation granted by the Michigan Wage and Hour Division? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, attach a copy of the approved Michigan hours deviation and retain parent/guardian consent at the worksite.					
Signature of Employer: (x)		Title:		Telephone:	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: (1) this form was properly completed, (2) listed job duties are compliant with state and federal laws and regulations, (3) listed hours are compliant with state and federal laws and regulations, (4) this form was signed by employer, (5) I authorize the issuance of this work permit.	Evidence of Age Confirmed by (issuing officer checks one): <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Certificate of Arrival in the U.S. <input type="checkbox"/> Driver's License <input type="checkbox"/> Hospital Record of Birth <input type="checkbox"/> School Record <input type="checkbox"/> Baptismal Certificate <input type="checkbox"/> Other (describe)	Number of Work Hours Per Week When School is in Session: No more than 24 hours per week
Name of School District:	Printed Name of Issuing Officer:	
Address:		
City, State, ZIP:	Signature of Issuing Officer:	
Telephone Number:	(x)	
		Issue Date: