



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