



Employee Information Form

Alabama Department of Workforce

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 other government issued ID which includes the minor's name and date of birth).

Time records which 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.

This Employee Information Form shall be on the premises where each minor 18 and younger is employed. (An employer may choose not to use this form, provided they keep all the required information in readily accessible printed or digital format).