



# 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).

[www.workforce.alabama.gov](http://www.workforce.alabama.gov)