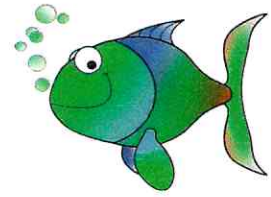




2026 KBIC



SUMMER YOUTH PROGRAM

The following documentation must be provided with you application in order to be considered for employment:

- Copy of your Birth Certificate
- Copy of your Social Security Card
- Copy of your KBIC Tribal Enrollment Card or Proof of KBIC Direct Descent (*From KBIC Enrollment Office*)
- Copy of your current, valid Driver's License (if you have one)
- A completed work permit and age certification (*From Personnel Office*)
 - Youth/Parent-*Fill out Section I only. Take to Jr/Sr High School Office to have school officials complete Section III (Section II should already be pre-filled with KBIC information)*

Submit Applications to:

Keweenaw Bay Indian Community
Personnel Department
16429 Beartown Road
Baraga, Michigan 49908
Phone: 906-353-6623, ext. 4176 or 4175
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov



**PLEASE COMPLETE THIS APPLICATION
WITH THE ASSISTANCE OF A
PARENT OR LEGAL GUARDIAN,
AS THEY ARE REQUIRED TO SIGN SEVERAL SECTIONS.**

Distribution Date: April 13, 2026

Closing Date: Friday, May 22, 2026 at 4:00pm

KEWEENAW BAY INDIAN COMMUNITY

2026 TRIBAL COUNCIL

EVERETT EKDAHL, JR., President
TONY LOONSFOOT, Vice President
ELIZABETH "LIZ" JULIO, Secretary
TONI J. MINTON, Assistant Secretary
DALE F. GOODREAU, Treasurer

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

THEODORE "AUSTIN" AYRES
DOREEN G. BLAKER
ROBERT "R.D." CURTIS, JR.
SUE ELLEN "SUZIE" ELMBLAD
RODNEY LOONSFOOT
SAM LOONSFOOT
MATHEW SHALIFOE, JR.

POSITION ANNOUNCEMENT

POSITION: **TEMPORARY SUMMER YOUTH WORKERS**
Youth ages 14-15 = 20 hours/week; Youth ages 16-17 = 30
hours/week 6-week program (June 22, 2026 – August 7, 2026 - *off*
week of June 30th)

LOCATION: Keweenaw Bay Indian Community (Various Departments)

SALARY: \$11.67/hr

SUPERVISORY CONTROL: Assigned Department Head

SUMMARY: As a Summer Youth Worker, you'll have the chance to participate in a variety of hands-on, team-based projects that support community programs, the environment, and public facilities. This is a great opportunity to explore different career paths, develop your work ethic, and contribute to meaningful initiatives.

Duties and responsibilities may include, but are not limited to:

- Participate in community events, educational sessions, workshops, and cultural teachings
- Assist with child care support and meal preparation training in supervised settings
- Work alongside teams from various departments on projects such as:
 - Fish monitoring
 - Trail construction and outdoor restoration
 - Beach clean-ups
 - Sea lamprey assessments and environmental surveys
- Gain hands-on experience in groundskeeping, including:
 - Lawn mowing, raking, and trimming
 - Clearing branches and debris
 - Light painting and outdoor beautification
- Support setup and teardown for events and activities (tables, chairs, signage)
- Help relay messages, supplies, and tools between departments
- Develop office and communication skills through:
 - Typing, word processing, filing

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

- Answering telephones and assisting staff
- Contribute to building upkeep and community pride through:
 - Light cleaning and maintenance (e.g., dusting, window washing, trash pickup)
 - Restocking supplies and light maintenance
 - Basic custodial support in shared spaces like lobbies and hallways
 - Work limitations and duties may be assigned based on age appropriateness

This role is ideal for individuals who enjoy active work, learning new things, and making a positive impact in their community. Training and supervision are provided.

QUALIFICATIONS:

- Must be in good academic standing. (No summer school students)
- Must be between 14 and 17 years of age by start of program and not exceed 17 during the course of the program (starting June 22, 2026)
- Must be able to obtain a work permit
- Must be attending middle school/high school (Youth who will graduate from High School this academic year (2025-2026) are still eligible to participate in the program)
- Must be a KBIC Tribal Member or KBIC Direct Descendant

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.

Distribution Date: April 13, 2026

Closing Date: May 18, 2026 at 4:00 pm

◇ THE FIRST DAY OF WORK IS MONDAY, JUNE 22, 2026 ◇

TERO Approval: <u>Debrah Pissano</u> Reviewed for barriers only! Date: <u>4.13.2026</u>

EMPLOYMENT HISTORY

List, starting with the most recent employer first

Dates		Name/Address/Phone of Employer	Position and Kind of Work	Reason for Leaving
From	To			

Summarize special skills and qualifications acquired from employment and other experiences. Also state any additional information you feel may be helpful in considering your application for employment.

COURT RECORDS (ONLY 17 & 18 Year Olds are required to complete this section)

Have you ever been convicted for violating any law, including any municipal ordinance; Tribal, State, Federal law; or Tribal, State, or Federal Natural Resources; or traffic law? Yes No

Have you ever been arrested or convicted of a crime involving a child or elder, violence, sexual assault, sexual molestation, sexual exploitation, sexual contact or prostitution, or crimes against persons? Yes No

Have you ever been convicted of a felony? Yes No If yes, when and please explain: _____

If you answered yes to either question above, you are required to list all such matters:

Date	Place	Charge	Final Disposition	Details

****Only 17 & 18 Year Olds are required to complete this section****

SECURITY BACKGROUND CHECK CONSENT FORM

As an employee, prospective employee, or volunteer of the **Keweenaw Bay Indian Community**, I understand it is your policy to secure criminal history information as part of your pre-employment and screening process using the information provided below:

NAME: _____
(please print) LAST FIRST MIDDLE

Maiden Name or names previously used: _____

Birthdate: _____ Race: _____ Sex: _____

SS #: _____ Driver's License #: _____ State: _____

I understand the above information is required by the Keweenaw Bay Indian Community to for the sole purpose of obtaining a criminal history file search. Further, I understand some positions may require a federal criminal history check, especially those positions which include working with children, families, and the elderly.

I hereby authorize the **Keweenaw Bay Indian Community** to obtain information by conducting a Tribal, State and National criminal history check.

States, Tribal Communities, Providences, and Countries I have resided in outside of Michigan are listed below:
(MUST BE COMPLETED OR SPECIFICALLY NOTED AS N/A.)

Signature

Date

FOR OFFICIAL USE ONLY

Date sent to MSP: _____ Date results rec'd: _____ Result: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory Comments: _____ Initials of individual reporting result: _____	Date sent to KBTC: _____ Date results rec'd: _____ Result: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory Comments: _____ Initials of individual reporting result: _____	Date sent to KBDSS: _____ Date results rec'd: _____ Result: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory Comments: _____ Initials of individual reporting result: _____	Date sent to MIFIA: _____ Date results rec'd: _____ Result: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory Comments: _____ Initials of individual reporting result: _____
Date sent to _____: _____ Date results rec'd: _____ Result: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory Comments: _____ Initials of individual reporting result: _____	Date sent to _____: _____ Date results rec'd: _____ Result: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory Comments: _____ Initials of individual reporting result: _____	Date sent to _____: _____ Date results rec'd: _____ Result: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory Comments: _____ Initials of individual reporting result: _____	Date sent to _____: _____ Date results rec'd: _____ Result: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory Comments: _____ Initials of individual reporting result: _____



AFFIDAVIT AND RELEASE OF INFORMATION

***Please read carefully before signing.
If you have any questions regarding the statements,
please ask us for assistance.***

Under penalty of perjury, I verify the answers given by me to the foregoing questions and the statements made by me in this application for employment are correct, complete and truthful. I understand any false information contained in this application or interview may result in denial or discharge of employment.

I authorize the investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. Further, I authorize you to communicate with all my former employers, school officials, and persons named as references. I hereby release all employers, schools and individuals from any liability for any damage whatsoever resulting from giving such information.

I understand this application is not intended to be a contract of employment.

I understand the Keweenaw Bay Indian Community conducts pre-employment drug testing and pre-employment physicals. I understand these pre-employment requirements are a condition of employment, and failure to comply will result in denial of employment. Further, I understand any offer of employment is contingent upon the results of such testing. I also understand certain employment positions may require additional testing, such as a tuberculosis screening.

I understand a security background and criminal history check is a condition of employment and requires me to consent, in writing, to such.

I understand as this organization deems necessary, I may be required to work overtime hours or hours outside of a normally defined work day or work week.

If employed, I understand and agree such employment may be terminated at any time and without any liability to me for any continuation of salary, wages, or employment related benefits.

I also understand I am required to abide by the current personnel policies, and any amendments made to those policies.

Signature _____

Date _____

**APPLICANTS UNDER THE AGE OF 18 MUST
HAVE A PARENT OR LEGAL GUARDIAN COMPLETE THIS PAGE**

INFORMED CONSENT FOR DRUG AND ALCOHOL TESTING OF MINOR CHILD

I am the parent/legal guardian of _____. I hereby consent to allow the Keweenaw Bay Indian Community to administer drug and alcohol tests to my child/ward pursuant to the Keweenaw Bay Indian Community Employee Drug and Alcohol Testing Policy, which requires pre-employment, random, post-accident, reasonable suspicion, return-to-work, and follow-up drug and alcohol testing.

I understand that the substances that will be tested for include, but are not limited to: marijuana, cocaine, amphetamines, opiates, phencyclidine, and alcohol.

I understand that the methods of testing include collection and chemical analysis of urine and breath samples.

I understand that drug and alcohol testing is a condition of employment with the Keweenaw Bay Indian Community, and that refusal to submit to any test, or a positive result on any test administered, will result in my child/ward not being considered a qualified applicant for employment, or, if employed, in disciplinary action against my child/ward up to and including terminations of employment.

I understand that test results will be released to the Medical Records Officer of the Keweenaw Bay Indian Community, the Keweenaw Bay Indian Community Human Resources/Personnel Department, and other authorized personnel of the Keweenaw Bay Indian Community.

Date: _____

(Please Print) Name of Parent/Legal Guardian

Signature

INFORMED CONSENT FOR TUBERCULIN SKIN TEST OF MINOR CHILD

I am the parent/legal guardian of _____. I hereby consent to allow the Keweenaw Bay Indian Community to administer a Tuberculin Skin test to my child/ward pursuant to Indian Health Codes providing for the prevention and control of communicable diseases.

I understand that the procedure will utilize the intradermal (Mantoux) injection test to diagnose and prevent communicable Tuberculosis by positive reactors. Our goal is to offer prompt diagnosis, prevent transmission of the infection to others in the community and suggest appropriate medical treatment to those infected with the disease.

I understand that the Tuberculin Skin Test is a condition of employment for certain positions (among those are health care workers, child care providers and food handlers) at the Keweenaw Bay Indian Community. Refusal to submit to the test or a positive result on the test could result in my child/ward not being considered a qualified applicant for employment.

I further understand that test results will be released to the Keweenaw Bay Indian Community Human Resources/Personnel Department and authorized personnel of the Keweenaw Bay Indian Community.

Date: _____

(Please Print) Name of Parent/Legal Guardian

Signature



KEWEENAW BAY INDIAN COMMUNITY
16429 BEARTOWN RD
BARAGA, MI 49908
PHONE: 906-353-6623

**INFORMED CONSENT FOR HIGH SCHOOL STUDENT EMPLOYEES OF
THE KEWEENAW BAY INDIAN COMMUNITY**

I, _____, understand that it is a privilege to work as a student employee of the Keweenaw Bay Indian Community. I further understand that I am required to display model behavior in order to be employed and paid through the Keweenaw Bay Indian Community. Model behavior includes, but is not limited to: good school attendance, good grades, and abstinence from alcohol and drugs.

I understand that any behaviors not reflecting good moral behavior will be grounds for immediate termination. These behaviors include, but are not limited to: MIP's, truancy, fighting, and alcohol or drug use.

Printed Name of Student Employee

Date: _____

Signature of Student Employee

Printed Name of Parent/Legal Guardian

Date: _____

Signature of Parent/Legal Guardian



KEWEENAW BAY INDIAN COMMUNITY
16429 BEARTOWN RD
BARAGA, MI 49908
PHONE: 906-353-6623

MEDICAL RELEASE STATEMENT

Youth Employee Name: _____

ALLERGIES/MEDICAL CONDITIONS: _____

Physician Name: _____

Physician Phone: _____

Physician Address: _____

Insurance Information

Insurance Company: _____

Policy #: _____

***I give my permission for the Keweenaw Bay Indian Community
to seek treatment for my child in the event of injury/illness
during the hours of employment.***

Parent/Legal Guardian (Print): _____

Parent/Legal Guardian (Signature): _____

Address: _____

Phone Number: _____

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)
--

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: <i>Keweenaw Bay Indian Community</i>		Address: <i>16429 Beartown Rd.</i>		City: <i>Baraga</i>	ZIP: <i>49968</i>
Earliest Starting Time a.m./p.m.: <i>8 A.M.</i>	Latest Ending Time a.m./p.m.: <i>6 P.M.</i>	Hours per Day: <i>8</i>	Number of Days per Week: <i>Not more than 6 per week</i>	Total Hours of Employment per Week: <i>No more than 24 hours when school is in session and 48 hours when school is not in session</i>	
Applicant's Job Title: <i>Youth Worker</i>	Hourly Wage: <i>11.67</i>	Job Duties/Tasks to be Performed by Minor: <i>See job description</i>		Equipment/Tools to be Used by Minor: <i>N/A</i>	
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) <i>Judy L. Jaki</i>		Title: <i>Personnel Generalist</i>		Telephone: <i>906.353.4175</i>	Date: <i>4/13/2020</i>

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
		Number of Work Hours While School Not in Session: No more than 48 hours per week
Name of School District:	Printed Name of Issuing Officer:	Title:
Address: City, State, ZIP: Telephone Number:	Signature of Issuing Officer: (x)	Issue Date:

Form CA-7 (revised 4/2021) Combined Offer of Employment & Work Permit and Age Certificate
Instructions for completing CA-7 must be printed on back of form for form to be valid.

Summary of Requirements CA-7 MICHIGAN WORK PERMIT AND AGE CERTIFICATE

Who Needs a CA-7 Work Permit? A minor who is 16 or 17 years of age and not specifically exempted from the Youth Employment Standards Act (P.A. 90 of 1978). This completed form permits a minor to be employed only by the employer and at the location listed in Section II. Employers must complete a CA-7 for minors who start employment at 16 years of age. CA-7 Work Permits are valid until a minor turns 18 years of age or graduates as long as the minor works for the same employer. Home schooled students must be issued a work permit from an authorized issuing officer. Additionally, 16- or 17-year-old minors currently not attending school who have not met the requirements of graduation, or have not obtained a GED, or have not been emancipated by court order must secure a work permit from an authorized issuing officer.

Who Issues the Work Permit? The issuing officer is the chief administrator of a school district, intermediate school district, public school academy, or nonpublic school, or a person authorized by that chief administrator, in writing, to act on his/her behalf. A work permit may be issued by the school the minor attends, the school district where the minor resides, or the district where the minor will be employed.

Employment of Minors: A person under 18 years of age shall not be employed in, about, or in connection with an occupation which is hazardous or injurious to the minor's health or personal well-being or which is contrary to standards established by state and federal acts, e.g., construction, slicers, motor vehicle operation, power-driven machinery. **The minimum age for employment is 14 years** except that a minor 11 years of age or older may be employed as a golf or bridge caddy or youth athletic program referee and a minor 13 years of age or older may be employed in some farming occupations or as a trap-setter. Adult supervision is required.

Instructions for Completing and Issuing:

1. The Minor completes Section I of the CA-7 form.
2. The prospective Employer completes Section II.
3. The Issuing Officer verifies the age of Minor using the best available evidence and ensures compliance with state and federal laws and regulations.
4. The Work Permit is issued by the Issuing Officer signing and dating the form in Section III.
5. The Issuing Officer maintains a copy for the school file.
6. The Minor returns the completed form to the Employer **before** beginning work.

The failure or refusal to issue a work permit by the school may be appealed by the minor in accordance with Public Act 306 of 1969.

Employer's Responsibilities: The issuance of a work permit does not authorize employment of minors contrary to state or federal laws and regulations.

- Must have a completed work permit form maintained at the minor's worksite **before** a minor begins work.
- Shall keep any approved deviation with parental consent on file at the minor's worksite.
- Must always provide competent adult supervision.
- 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.
- Records required by Public Act 90 of 1978, as amended, must be maintained, and made available for inspection by an authorized department representative.
- Must return the work permit to the issuing officer upon termination of the minor's employment.
- Must post required workplace posters at worksite; Michigan Wage and Hour posters may be downloaded at www.michigan.gov/wagehour.

Issuing Officer's Responsibilities: A copy of the CA-7 and any Michigan Department of Labor and Economic Opportunity deviation forms shall be filed in the minor's permanent school file. Work permits shall not be issued if the work is hazardous, information is incomplete, or if the minor's employment is in violation of state or federal laws and regulations.

Hours of Work: Minors 16 years of age and older may work:

1. 6 days in 1 week.
2. A weekly average of 8 hours per day.
3. 10 hours in one day.
4. 24 hours in 1 week when school is in session and 48 hours in 1 week when school is not in session.
5. Not more than 5 hours continuously without a documented 30-minute uninterrupted meal or rest period.
6. Between 6:00 a.m. and 10:30 p.m., but not during school hours
7. Until 11:30 p.m. Friday and Saturday and when not regularly attending school, e.g., summer vacation.

Hours Deviations: At any time, an employer may apply through the Michigan Wage and Hour Division for a General Hours or an Individual Hours Deviation allowing the minor to start work before and end work after the times allowed by the act. The number of hours a minor may work during a day or week remains the same.

Michigan Youth Employment Standards Act (P.A. 90 of 1978): For information about the law, rules, and regulations contact the Michigan Department of Labor and Economic Opportunity, Wage and Hour Division; PO Box 30476, Lansing, MI, 48909, phone 517-284-7800, www.michigan.gov/wagehour .

Federal Fair Labor Standards Act: For information about federal child labor provisions contact the U.S. Department of Labor, Wage and Hour Division, at 1-866-4USWAGE or www.youthrules.dol.gov.

Revocation of Permit: A permit may be revoked by the school issuing officer if: (1) poor school attendance results in a level of schoolwork lower than that prior to beginning employment or (2) the Michigan Department of Labor and Economic Opportunity/U.S. Department of Labor informs the school of an employer's violations of state or federal laws or regulations. Any minor who has a permit revoked shall be informed of the appeal process by the school.

State of Michigan Combined Offer of Employment and Work Permit/Age Certificate CA-6 for minors UNDER 16 years of age

Permit Number for School Use
(optional)

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 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					
Name of Parent/Guardian (circle one):		Parent/Guardian Telephone:			
Type of Business (i.e. fast food, retail sales):					
Parent/Guardian Email Address (optional):					

Section II: To be Completed by the Employer - Offer of Employment

Name of Business:		Address:		City:	ZIP:
Keweenaw Bay Indian Community		16429 Bearbon Rd.		Baraga	49908
Earliest Starting Time a.m./p.m.:	Latest Ending Time a.m./p.m.:	Hours per Day:	Number of Days per Week:	Total Hours of Employment per Week:	
8:00 A.M.	6:00 P.M.	8	Not more than 6 days	20	
Applicant's Job Title:	Hourly Wage:	Job Duties/Tasks to be Performed by Minor:		Equipment/Tools to be Used by Minor:	
Summer Youth Worker	11.67	See job description		N/A	
Signature of Employer:	Title:		Telephone:		
(x) <i>Opdyk R. Gohi</i>	Personnel Generalist		906.353.4175		
Date:			Date:		
			4/13/2026		

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:		Evidence of Age Confirmed by (issuing officer checks one):		Number of Hours in School Per Week When School is in Session:	
(1) this form was properly completed,		<input type="checkbox"/> Birth Certificate			
(2) listed job duties are compliant with state and federal laws and regulations,		<input type="checkbox"/> Certificate of Arrival in the U.S.			
(3) listed hours are compliant with state and federal laws and regulations,		<input type="checkbox"/> Driver's License			
(4) this form was signed by employer,		<input type="checkbox"/> School Record			
(5) I authorize the issuance of this work permit.		<input type="checkbox"/> Other (describe)			
Name of School District:		Printed Name of Issuing Officer:		Title:	
Address:		Signature of Issuing Officer:		Issue Date:	
City, State, ZIP:		(x)			
Telephone Number:					

Summary of Requirements CA-6 MICHIGAN WORK PERMIT AND AGE CERTIFICATE

Who Needs a CA-6 Work Permit? A minor who is 14 to 15 years of age who are not specifically exempted and minors 11-13 employed in certain occupations. This completed form permits a minor to be employed only by the employer and at the location listed in Section II. CA-6 Work Permits are valid until a minor turns 18 years of age or graduates as long as the minor works for the same employer. Home schooled students must be issued a work permit from an authorized issuing officer.

Who Issues the Work Permit? The issuing officer is the chief administrator of a school district, intermediate school district, public school academy, or nonpublic school, or a person authorized by that chief administrator, in writing, to act on his/her behalf. The work permit may be issued by the school the minor attends or the school district where the minor resides or will be employed.

Employment of Minors: A person under 18 years of age shall not be employed in, about, or in connection with an occupation which is hazardous or injurious to the minor's health or personal well-being or which is contrary to standards established by state and federal acts, e.g., construction, slicers, motor vehicle operation, power-driven machinery. The minimum age for employment is 14 years except that a minor 11 years of age or older may be employed as a golf or bridge caddy or youth athletic program referee and a minor 13 years of age or older may be employed in some farming occupations or as a trap-setter. Adult supervision is required.

Instructions for Completing and Issuing:

1. The Minor completes Section I of the CA-6 form.
2. The prospective Employer completes Section II.
3. The Issuing Officer verifies the age of Minor using the best available evidence and ensures compliance with state and federal laws and regulations.
4. The Work Permit is issued by the Issuing Officer signing and dating the form in Section III.
5. The Issuing Officer maintains a copy for the school file.
6. The Minor returns the completed form to the Employer **before** beginning work.

The failure or refusal to issue a work permit by the school may be appealed by the minor in accordance with Public Act 306 of 1969.

Employer's Responsibilities:

- Must have a completed work permit form maintained at the minor's worksite **before** a minor begins work.
- Must always provide competent adult supervision.
- 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.
- Records required by Public Act 90 of 1978, as amended, must be maintained, and made available for inspection by an authorized department representative.
- Must return the work permit to the issuing officer upon termination of the minor's employment.
- Must post required workplace posters at worksite. Michigan Wage and Hour posters may be downloaded at www.michigan.gov/wagehour.

Issuing Officer's Responsibilities: A copy of the CA-6 shall be filed in the minor's permanent school file. Work permits shall not be issued if the work is hazardous, information is incomplete, or if the minor's employment is in violation of state or federal laws and regulations.

Hours of Work Covered by Federal Law (business gross annual sales exceed \$500,000 or interstate commerce): Minors 14 and 15 years of age may work:

1. During times outside public-school hours.
2. 3 hours a day while school is in session; 8 hours a day on non-school days.
3. 18 hours in a school week; 40 hours in a non-school week.
4. Not before 7:00 a.m., only after school and only until 7:00 p.m., while school is in session.
5. From 7:00 a.m. until 9:00 p.m. during school summer vacation (June 1 - Labor Day).

Hours of Work Covered by State Law: Minors under 16 years of age may work:

1. During times outside public-school hours.
2. 3 hours a day while school is in session; 8 hours a day on non-school days.
3. 18 hours in a school week; 40 hours in a non-school week.
4. Not before 7:00 a.m., only after school and only until 7:00 p.m., while school is in session.
6. From 7:00 a.m. until 9:00 p.m. from June 1 - Labor Day.
7. Not more than 5 hours continuously without a 30-minute uninterrupted meal or rest period.

Week is a workweek. School in session means any week the public school where the minor resides requires students to attend at least one day or a partial day.

The stricter standard between state and federal law must be followed.

Revocation of Permit: A permit may be revoked by the school issuing officer if: (1) poor school attendance results in a level of schoolwork lower than that prior to beginning employment or (2) the Michigan Department of Labor and Economic Opportunity/U. S. Department of Labor informs the school of an employer's violations of state or federal laws or regulations. Any minor who has a permit revoked shall be informed of the appeal process by the school.