



TEMPLE  
**BETH AM**  
Employee Information Form

Full Name \_\_\_\_\_

Preferred Name \_\_\_\_\_

Home Mailing Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email address \_\_\_\_\_

Birthdate \_\_\_\_/\_\_\_\_/\_\_\_\_

Social Security Number \_\_\_\_-\_\_\_\_-\_\_\_\_

Marital Status \_\_\_\_\_

Emergency Contact (Name) \_\_\_\_\_ (Phone) \_\_\_\_\_

Do you have any allergies (incl. drugs or food) or asthma? If yes, please describe.

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# Equal Employment Opportunity Data Form

To enable us to meet government reporting regulations we request that you complete the information below. This information will be used solely for government reporting purposes and will be kept separate from your personnel file. It is only reported to the EEOC as aggregate data. Any information that you choose to provide will not be considered for employment purposes and will be treated as personal and confidential. Your voluntary cooperation will be appreciated.

## Gender

- Female
- Male
- Non-Binary/Other

## Race/Ethnicity.

- Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- White (Not Hispanic or Latino) – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Black or African-American (Not Hispanic or Latino) – A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian (Not Hispanic or Latino) – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- American Indian or Alaska Native (Not Hispanic or Latino) – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

**Consent for Criminal Background Check**  
(through the Washington State Patrol)

I declare that I have not been:

- a) convicted of any crime against children or other persons;
- b) convicted of any crimes relating to financial exploitation of a minor or vulnerable adult;
- c) found by a court or by disciplinary board to have sexually or physically abused any minor or vulnerable adult;
- d) found by a court or by disciplinary board to have financially exploited any minor or vulnerable adult.

My identifying information is:

- a) First Name, Middle Initial, Last Name:

\_\_\_\_\_

- b) All other names I have used, including maiden or married names:

\_\_\_\_\_  
\_\_\_\_\_

- c) Date of Birth (mm/dd/yyyy): \_\_\_\_\_

- d) Female: \_\_\_\_\_ Male: \_\_\_\_\_ Other: \_\_\_\_\_

- e) Race: \_\_\_\_\_

**I consent to a criminal background check. (If the background check reveals any adverse criminal history, you will be provided a copy of the background check.)**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



Washington State Department of  
**Labor & Industries**

Employment Standards Program  
PO Box 44510  
Olympia WA 98504-4510

Phone: 866-219-7321  
Fax: 360-902-5300  
Email: [TeenSafety@Lni.wa.gov](mailto:TeenSafety@Lni.wa.gov)  
Web: [www.Lni.wa.gov/TeenWorkers](http://www.Lni.wa.gov/TeenWorkers)

## Parent/School Authorization

For parents or legal guardians and school officials to indicate approval for a minor employee to work accordingly to the terms listed by the employer and within the limits of child labor regulations.

### This is not a Minor Work Permit

Employers must have a Minor Work Permit endorsement on their Business License for each work location where minors are employed and renew it each year. To apply, go to: <http://bls.dor.wa.gov/minorworkpermit.aspx>

**Do not mail this form to L&I.** This form must be **kept on file by the employer** at the minor's workplace and be available for department audit. A copy should also be maintained by the minor's school representative. Additionally, the employer must renew this parent/school authorization **by September 30 of each year or when work schedule changes.**

### Employee Information — To be completed by the employee

Employee Name		Date of Birth (mm/dd/yyyy) (Must be accompanied by proof)	
Address			Phone Number
City	State	Zip Code	
School's Name (if home schooled/not enrolled in school/online classes please note)			School's Phone (include area code)
School's Address		City	State Zip Code
Are you employed at another job? <input type="checkbox"/> Yes <input type="checkbox"/> No		If "Yes", how many hours do you work per week?	

### Employer Information

**Before allowing a minor to begin work, you must obtain and keep on file, at the minor's workplace, a fully completed Parent/School Authorization. As the employer, it is your responsibility to ensure that this form is completed by you before collecting signatures.**

Employer Business Name Temple Beth Am		Phone Number (206) 525-0915	
Washington Unified Business Identifier (UBI) 601 - 104 - 040		Expiration Date of Minor Work Permit 06/30/2022	
Location Address (Physical location where minor will be working) 2632 NE 80th Street		City Seattle	State Zip Code WA 98115
Contact Name Davida Sims			
Wage per Hour \$ \$13.35 (under 16) \$16.69 (over 16)			
List of Specific Job Duties helping students			

**Employers:** Please read before filling out the anticipated hours and work schedule on the following page. Per WAC 296-125-027 — Minors **cannot** work during the hours that school is in session. Employers should refer to the minor's neighborhood school's website for the hours of school to determine what hours the minor is eligible to work. This rule also applies to homeschooled students. No students should work during the hours that their neighborhood school is in session unless the employer has been granted a variance from the Department of Labor & Industries.

## Hours and Work Schedule — Parents & schools may adjust hours and schedule as needed.

Minors **cannot** work during the hours that school is in session. Employers should refer to the school's website to determine what these hours are.

### Hours and Schedules Minors are Permitted to Work in Non-Agricultural Jobs

Age Group	School Week		Non-School Week		Hours/Week	Days/Week	Begin	Quit
	Hours/Day	Hours/Week	Hours/Day	Hours/Week				
14 — 15 Years Old	School Week	3 hours (8 hrs Sat-Sun)	16 hours	6 days	7 a.m.	7 p.m.	7 p.m. (9 p.m. June 1 to Labor Day)	
	Non-School Week	8 hours	40 hours	6 days	7 a.m.	10 p.m. (Midnight Fri – Sat)		
16 — 17 Years Old	School Week	4 hours (8 hrs Fri – Sun)	20 hours	6 days	7 a.m.	10 p.m. (Midnight Fri – Sat)	Midnight	
	School Week with a special variance	6 hours (8 hrs Fri – Sun)	28 hours	6 days	7 a.m.	10 p.m. (Midnight Fri – Sat)		
Non-School Week	8 hours	48 hours	6 days	5 a.m.				

• An adult must supervise minors working after 8 p.m. in service occupations such as restaurants and retail businesses.

• Overtime rules apply for all hours worked over 40 in one week.

• Special Variance does not apply to home-schooled students.

### Hours and Schedules Minors are Permitted to Work in Agricultural Jobs

Age Group	School Week		Non-School Week		Days/Week	Begin	Quit
	Hours/Day	Hours/Week	Hours/Day	Hours/Week			
12 — 13 Years Old	8 hours	40 hours	6 days	5 a.m.	9 p.m.		
	3 hours (8 hrs. non-school days)	21 hours	6 days*	7 a.m. (6 a.m. in animal agriculture & irrigation)	8 p.m.		
14 — 15 Years Old	8 hours	40 hours	6 days*	5 a.m.	9 p.m.		
	4 hours (8 hrs non-school days)	28 hours	6 days*	5 a.m.	(No later than 9 p.m. on more than 2 consecutive nights before a school day)		
16 — 17 Years Old	10 hours	50 hours (60 hours per week in mechanical harvest of peas, wheat, and hay)	6 days*	5 a.m.	10 p.m.		

• 12 – 13 year-olds may work only during non-school weeks hand-harvesting berries, bulbs, cucumbers, and spinach.

\*Exception — 14 – 17 year-olds are allowed to work 7 days a week in dairy, livestock, hay harvest, and irrigation during school and non-school weeks.

School Weeks	Days	Hours per Day		Hours per Week		Start Time		Quitting Time	
		Employer	Parent/School Adj.	Employer	Parent/School Adj.	Employer	Parent/School Adj.	Employer	Parent/School Adj.
School Weeks	Mon — Thurs					A.M. / P.M.	A.M. / P.M.	A.M. / P.M.	A.M. / P.M.
	Fri — Sun	4		9a		A.M. / P.M.	1p	A.M. / P.M.	A.M. / P.M.
Non-School Weeks	Sun — Sat <i>Parents adjust only</i>					A.M. / P.M.		A.M. / P.M.	A.M. / P.M.

## Required Signatures

<b>Employee's Signature</b>		
Print Name	Employee's Signature	Date

<b>Employer's Signature</b>			
Davida Sims	<i>Davida Sims</i>	Executive Director	9/21/2021
Print Name	Employer Representative Signature	Title	Date

**Note:** Parents and school representatives should **not** sign this form **unless** the Hours and Work Schedule for daily and weekly work schedules are completely filled out to reflect the anticipated maximum hours of work. The school or parent may limit the hours of work for a minor according to how the minor will be affected by working too many hours, e.g., homework, attendance, etc., and may reduce and approve fewer hours than the rules allow or are requested by the employer.

### Parental Authorization

I consent to allow the minor listed to be employed at the occupation and under the conditions stated above.

Print Name	Parent or Guardian Signature	Phone Number	Date

*Comments by Parental Authority*

### School Authorization

The stated hours of employment meet the requirements of school attendance regulations and are hereby approved.

Print Name	School Representative Signature	Title

Phone Number	Date

*Comments by School Representative*

### Optional School Week Special Variance Authorization For 16 – 17 Year Old Minors in Non-Agricultural Employment Only

A Special Variance allows a 16 – 17 year-old minor to work up to 28 hours per week with 6-hour shifts during the school week with approval of the authorized school official and the parent. All parties must agree to these additional hours. [Pursuant to WAC 296-125-0700]

**School officials should not sign for any additional hours allowed by the Special Variance if a review of the student's progress indicates the additional work hours will be detrimental to the minor's educational activities.**

**Please note: The Special Variance is only for minors enrolled in public or private school. This does not apply to homeschooled students.**

Are you planning to use the Special Variance for additional school-week work hours?

Yes  No If checked "Yes", **both** signatures below are required.

\_\_\_\_\_  
Parental Authorization

\_\_\_\_\_  
School Authorization



**Employment Eligibility Verification**  
**Department of Homeland Security**  
 U.S. Citizenship and Immigration Services

**USCIS**  
**Form I-9**  
 OMB No. 1615-0047  
 Expires 10/31/2022

▶ **START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.**

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Attestation** *(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)*

Last Name <i>(Family Name)</i>		First Name <i>(Given Name)</i>		Middle Initial	Other Last Names Used <i>(if any)</i>	
Address <i>(Street Number and Name)</i>			Apt. Number	City or Town		State ZIP Code
Date of Birth <i>(mm/dd/yyyy)</i>	U.S. Social Security Number □□□□ - □□ - □□□□		Employee's E-mail Address		Employee's Telephone Number	

**I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.**

**I attest, under penalty of perjury, that I am (check one of the following boxes):**

<input type="checkbox"/> 1. A citizen of the United States	
<input type="checkbox"/> 2. A noncitizen national of the United States <i>(See instructions)</i>	
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____	
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____ Some aliens may write "N/A" in the expiration date field. <i>(See instructions)</i>	
<p><i>Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.</i></p> <p>1. Alien Registration Number/USCIS Number: _____  <b>OR</b>          2. Form I-94 Admission Number: _____  <b>OR</b>          3. Foreign Passport Number: _____          Country of Issuance: _____</p>	
QR Code - Section 1 Do Not Write In This Space	

Signature of Employee	Today's Date <i>(mm/dd/yyyy)</i>
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**Preparer and/or Translator Certification (check one):**  
 I did not use a preparer or translator.     A preparer(s) and/or translator(s) assisted the employee in completing Section 1.  
*(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)*

**I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.**

Signature of Preparer or Translator		Today's Date <i>(mm/dd/yyyy)</i>	
Last Name <i>(Family Name)</i>		First Name <i>(Given Name)</i>	
Address <i>(Street Number and Name)</i>		City or Town	State ZIP Code

STOP *Employer Completes Next Page* STOP

## LISTS OF ACCEPTABLE DOCUMENTS

### All documents must be UNEXPIRED

Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

<b>LIST A</b> <b>Documents that Establish Both Identity and Employment Authorization</b>	OR	<b>LIST B</b> <b>Documents that Establish Identity</b>	AND	<b>LIST C</b> <b>Documents that Establish Employment Authorization</b>
<ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:               <ol style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following:                   <ol style="list-style-type: none"> <li>(1) The same name as the passport; and</li> <li>(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</li> </ol> </li> </ol> </li> <li>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</li> </ol>		<ol style="list-style-type: none"> <li>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> <li style="text-align: center;"><b>For persons under age 18 who are unable to present a document listed above:</b></li> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol>		<ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions:               <ol style="list-style-type: none"> <li>(1) NOT VALID FOR EMPLOYMENT</li> <li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</li> <li>3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</li> <li>4. Native American tribal document</li> <li>5. U.S. Citizen ID Card (Form I-197)</li> <li>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>7. Employment authorization document issued by the Department of Homeland Security</li> </ol>

**Examples of many of these documents appear in the Handbook for Employers (M-274).**

**Refer to the instructions for more information about acceptable receipts.**