

Written Promise of Employment

The written promise of employment must state **specifically** what job and associated tasks the minor will be performing. **No vague job descriptions such as helper, general worker, laborer, maintenance, cleanup, janitor, custodian, sweeper, messenger, errand person, porter, gas station attendant or other title will be accepted.**

Sample Promise of Employment Letter

Promise of Employment (Sample)

LETTERHEAD WITH THE NAME AND ADDRESS
OF THE EMPLOYING FIRM OR AGENCY

PROMISE OF EMPLOYMENT

Upon receipt of a Certificate of Age Form ED-301 from the Connecticut State Board of Education, I promise to employ _____ for the following job:

List specific job duties:

SAMPLE

This employment will have the starting rate of \$ _____ per hour for a work week of _____ hours. **Minors who are 14 years old may only work on Saturdays as caddies or in a pro shop at a municipal or private golf course, and minors who are 15 years old may only work on Saturdays in retail food stores and on non-school weeks in any mercantile establishments (Sec. 31-23 (b) (1)).**

Name: _____

Signature: _____
(Authorized Firm/Company Official)

Date: _____

Name of Firm/Agency: _____