



Minimum Age

[Owner: Office of Human Resources]

Federal and state laws prohibit the hiring of under-aged minors and prohibits employers from asking an employment applicant to disclose his/her age or date of birth. As a normal practice, the Diocese does not engage in hiring under the age of 18.

Federal and state laws mandate specific requirements based on age for hiring minors under the age of 18. Human Resources should be contacted if a minor under the age of 18 is being considered for employment.

Upon hiring an applicant under the age of 18, proof of age (birth certificate or other document certifying birth date) must be furnished along with a work permit from the employee's school, signed by the school's issuing officer. The permit must be returned to the issuing officer within three (3) days of the employee's termination. Copies of the permit must be retained in the employee's personnel file