



**Inversiones Jacar, S. A.
"El Faro Estate"
El Palmar, Quetzaltenango**

Minor Children Employment Control

It is absolutely forbidden to employ children under the age of 15.

Exception to the Rule:

1. To be enrolled in a school, and to attend such school.
2. To have acceptable performance at school.
3. To deliver a written authorization from the teacher or school's principal.
4. To provide written authorization form parents or legal guardians.
5. To provide a labor permit from the Department of Labor and Social Security.
6. To bind himself/herself to work as trainee, and not as permanent employee, even if it receives the same benefits, in order to encourage the child to continue in school.

Remarks:

If the minor child does not meet the requirements, the Human Resource Division may provide the resources necessary to achieve such status for the employment.

Resources Available:

1. To enroll the minor child in the company's school, or in a school in the nearest town.
2. To make sure the minor child is attending school.
3. To obtain the authorization from the school.
4. To obtain the labor permit from the Department of Labor and Social Security.

Estuardo Porras
General Manager



EMPLOYMENT AGREEMENT FOR CHILDREN UNDER 15

- Applicants Name: _____
- Date of Birth: _____
- Name of Tutor or Legal Guardian: _____
- Identity Card of the tutor or legal guardian: _____

- Is the child enrolled in any school? Yes No
- Is the child attending the school in which he/she has been enrolled? Yes No
- Does the child have written authorization from the teacher or school's principal? Yes No
- Does the child have written authorization from his/her parents or legal guardians? Yes No
- Does the child have authorization to work issued by the Department of Labor and Social Security? Yes No
- Is the child willing to work as a trainee, and not as a permanent employee? Yes No

For exclusive use of the Human Resources Manager's Office Application Rejected Application Accepted Incomplete Application
