



Application for Certificate to Employ at a Subminimum Wage Rate

Phone: 360-902-5552 Fax: 360-902-5300

Under the authority of the Washington State Minimum Wage Act, [RCW 49.46.060](#), and [WAC Chapter 296-128](#), this application is hereby made to employ the following worker at a wage rate less than that prescribed by [RCW 49.46.020](#).

Employer Information

- Complete the form in full. You may attach additional information on separate page(s).
- If worker is under the age of 18, you must have a valid Minor Work Permit. You must attach a signed Parent/School Authorization form for the worker and proof of the worker's age to this application.

Firm Name		UBI
Firm Address		
City	State	Zip Code
Phone Number	Fax Number	Email Address
Type of Industry	Period requested for subminimum certificate From: To:	
Printed Name and Title of Employer or Authorized Representative		
Signature of Employer or Authorized Representative		Date

To Be Completed By the Worker (Not required for Learner or Student Worker application)

<input type="checkbox"/> Worker with a Disability	<input type="checkbox"/> Student Learner	<input type="checkbox"/> NA
Worker Name		Date of Birth
Address		
City	State	Zip Code
Guardian's Name	Guardian's Phone Number	Guardian's Email
Have you previously been employed in this industry? <input type="checkbox"/> No <input type="checkbox"/> Yes		If yes, how many total hours?
Business name(s) of previous employer(s) in this industry		
Address(es) and phone number(s) of previous employer(s) – Attach additional sheets if necessary		
Signature of Worker		Date
Signature of Guardian		Date

To Be Completed by the School for Student Learner Application Only

Name of school		
Address of school		
City	State	Zip Code
Phone Number	Fax Number	Email Address
Printed Name and Title of School Authorized Representative		
Signature of School Authorized Representative		Date

Submit the following documentation with your application:

For disabled workers only:

- Statement Verifying Disability

For a disabled worker when requesting a rate less than 75% of the minimum wage:

- Time Motion Study
- Current copy of the Federal Subminimum Wage Certificate

For all minor workers under 18 years of age:

- Proof of age
- Parent School Authorization Form

Worker with a Disability:
 In accordance with regulation [WAC 296-128-050](#) (for workers 18 years of age and over) and [WAC 296-125-043](#) (for minor workers under age 18), the employer requests a certificate to employ an individual whose earning capacity is impaired by reason of age, mental disability, or physical disability, at an hourly rate of \$_____.

Note: This rate shall not be below 75% of current state minimum wage unless determined justified by L&I (see instructions for a lower rate). A statement from a physician, vocational school or other authority verifying this individual's handicap/disability related to the occupation must be attached to this application.

Description of occupation: _____

Nature of disability: _____ DOB if under 18: _____

Period requested for subminimum wage certificate: From: _____ To: _____

Worker will be employed _____ hours per day and _____ days per week.

Learner:
 In accordance with regulation [WAC 296-128-100](#), the employer requests a certificate to pay the worker a subminimum wage rate not less than 85% of the legally established minimum wage for on-the-job training in the following occupation(s): _____

Number of proportion of learners to be employed in any one day _____ and in any one week _____

Subminimum hourly wage rate for each occupation \$ _____

Employer confirms that this is for on-the-job training applicable when there is not an adequate supply of qualified experienced workers available. The maximum number of hours for this experience is 480 hours.

Student Learner:
 In accordance with regulation [WAC 296-128-175](#), the employer requests a certificate to pay the worker attending an accredited school, college, or university, and who will be employed in a bona fide vocational training program, or on the job training program as a complement to education by learning through work at a subminimum wage rate not less than 75% of current state minimum wage. The term of the certificate will not exceed one school year.

Name of training school, college, or university: _____

Nature of school training program _____

Occupation _____

Total number of hours worked per week _____

Age of student learner _____ Number of hours employment training per day _____

Number of hours worked per week _____ Number of hours of school instruction per week _____

Number of experienced workers employed by the employer _____

Hourly wage rate of experienced workers \$ _____

Proposed hourly rate to be paid to student learner \$ _____

Student Worker:
 In accordance with regulation [WAC 296-128-275](#), for resident students receiving instruction in a bona fide educational program in an educational institution, and who are employed on a part-time basis by the institution for the purpose of enabling the students to defray part of their school experience, the employer requests a certificate to pay the work at a subminimum wage rate. The certificate will not allow less than 75% of current state minimum wage.

School attending and employed by _____

In the occupation(s) of _____

Number of students to be employed in any one day _____

Subminimum hourly wage rate to be paid for occupation \$ _____