

APPLICATION FOR A WORK PERMIT

Minor's Name: _____

Address: _____

City, State Zip Code: _____

Parent Name _____

Guardian Phone Number: _____

CONSENT OF PARENT OR GUARDIAN

I hereby give my consent to my child/ward to engage in part-time employment with the employer indicated on this application, and agree to comply with the state regulations and laws applicable to the specific type of employment for which this application is being submitted.

I give my permission to release any /all medical report information commensurate with Illinois Revised Statutes, Chapter 48, Sec. 31/12, sub-section(d)(4), it deems necessary in connection and for the sole purpose of my child/ward obtaining an employment certificate as that term is defined under the Child Labor Laws of the State of Illinois.

Any description of a prior or existing physical condition which may, in the judgment of the School District and/or student's physician, be the basis for limiting the issuance of the employment certificate shall not constitute a violation of any rights of a minor student which is guaranteed under the Family Educational Right to Privacy Act.

Signature of Parent/Guardian/Date

What is needed for a WORK PERMIT?

The following documentation must be presented in person by the minor, as well as their parent or legal guardian when applying for a work permit: Given by the state of Illinois.

1. **Employer's Statement of Intention to Employ:**

- The letterhead stationary of the employer should be used
- The letter must state the type of work
- The employer or agent must sign the letter for contact information

2. **Proof of Age:**

A certified birth certificate issued by a city, county, state, or a hospital is preferred. (Xerox copy is not acceptable.)

3. **Social Security Card:** The minor's social security card must be provided when applying for the work permit.

NOTE: If the applicant's name on the employer's letter differs from that shown on the proof of age presented, the parent or guardian must complete an affidavit. Affidavit forms are available from the Department of Truancy Prevention, 125 South Clark, Suite 1016, Chicago, IL 60603.

4. **Parental Approval:** A written statement that the parent approves the employment of the minor for the specific job must be provided. (This Sheet)

5. **Medical Statement:** A written statement from a physician must be presented which indicates that on the basis of an examination performed within one year of the date of the application that the child is physically fit to be employed in all legal occupations.

6. **Principal's Statement:** During the school year, if the applicant is age six or older, the applicant's home school must supply a letter on school letterhead stating that the minor is a full-time student and the hours the child is in school and the last grade completed and signed by the principal.