

PROCEDURES FOR A WORK PERMIT

STUDENTS 14 AND 15 YEARS OF AGE

Applicants need to return the following information to the Registrar's Office:

1. Statement filled in by prospective employer or letter of intent to employ.
2. Copy of Birth Certificate.
3. Applicants under 16 must bring a Physician's statement that is in good standing and less than 1 year old.
4. Copy of Social Security Card
5. Applicants must have parent's signed approval.

SCHOOL MEDICAL MUST BE LESS THAT ONE YEAR OLD. If medical is over one year old and student has not had a physical for sports during the current school year – A note must be brought from the Doctor stating the student is physically fit to work.

Note: If the Nurse finds anything questionable on medical concerning student's health -- A note will need to be brought from the Doctor clearing student to work.

NOTE:

Individuals under the age of 16 are not allowed to work between 7PM and 7AM during the school year. They may work until 9PM in the summer when there is no school. Students may work no more than 3 hours on a school day. Students 14 and 15 may not work where alcoholic drinks are sold for consumption, in connection with or around power driven machinery, or where chemicals are present, or in places of amusement. Acceptable job sites are grocery stores, department stores, fast food restaurants, family restaurants, offices, and libraries.

STATEMENT OF PROSPECTIVE EMPLOYER

We expect to give present employment to:

Name of Employee

Address of Employee

Job Title

Hours/Day

Days/Week

Name of Employer

Company Name

Title of Employer

Signature of Employer

Date

Address of Company

Type of Industry

I hereby give my approval for _____ to take employment with
(student's name)
the above named company.

Parent Signature

Date

Applicants UNDER 16 are not permitted to work after 7 PM or before 7 AM.
Applicants 21 years of age and over do not need work permits.
Permits are NOT issued to applicants under 14 years of age, unless modeling.