

WORK PERMIT APPLICATION

NAME OF STUDENT: _____ DATE: _____

ADDRESS: _____ PHONE: _____

CITY ZIP BIRTHDATE: _____

AGE: _____

SOCIAL SECURITY NUMBER: _____ - _____ - _____

The following three sections should be filled out and returned to the Main Office of ICHS. Bring birth certificate if not on file with school.

A. TO THE EMPLOYER: (Fill in the following, or attach a letter with the same information.)

I would like to employ the above named student.

COMPANY NAME _____ PHONE _____

COMPANY ADDRESS _____

TYPE OF WORK TO BE DONE _____

HOURS OF EMPLOYMENT From: _____ To: _____
Time of day Total hours per week

POSITION FOR SUMMER ONLY? ____YES____NO IS LIQUOR SERVED? ____YES____NO

SIGNATURE OF EMPLOYER _____

B. TO THE PARENTS: I have read the statement of the employer and give my permission for my son/daughter to work in his employ.

COMMENTS _____

SIGNATURE OF PARENT _____

C. TO THE PHYSICIAN: I have read the statistics of the employer and the parents above, before I filled out the statement of physical fitness.

SIGNATURE OF PHYSICIAN _____

PHYSICAL ON FILE WITH THE SCHOOL WITHIN TWO YEARS ____YES ____NO

Office use only

Date of Birth _____

City of Birth _____

County of Birth _____

Birth Certificate ____Yes ____No

TO THE STUDENT:

The following are the regulations related to securing a work permit or a certificate of age. When the necessary forms are ready, return them to the main office and the permit will be processed.

- A. Work Permit for a student from fourteen to sixteen years of age.
 - 1. Employer will fill in Part A on reverse side of this form, or give you a letter stating kind of work and number of hours. Letter or forms must have signature of your employer in ink.
 - 2. Statement from parents giving permission for student to work. See reverse side of this form.

Statement of physical fitness form filled out and signed by your physician. Physician also signs Part C on the reverse side of this form.

- 4. Your birth certificate must accompany the above-signed forms when returned to the main office if we do not already have your certificate on file.

PLEASE NOTE:

If under age sixteen, a student cannot work during school hours even though he/she has dropped out. He/she can only work three hours on school days – between seven (7) a.m. and seven (7) p.m. – and eight (8) hours on Saturday OR Sunday – NOT BOTH.

- B. Certificate of Age for students sixteen years of age and over.
 - 1. Statement from employer – signed.
 - 2. Statement from parent – signed.
 - 3. Birth Certificate.

GENERAL NOTES:

REVISED RULES FOR WORK PERMITS AS OF MARCH, 1996.

In addition to a letter (signature) from the parents, a letter from the employer, and proof of age (birth certificate or passport), the revised Illinois Child Labor Law requires that parents accompany the child either when applying for a work permit or when picking it up. The revised law also requires a letter from a doctor stating that the minor is in good health.

Employment certificates must be renewed annually.

PHYSICALS ON FILE WITH THE SCHOOL, PROVIDED THEY ARE NO MORE THAN TWO (2) YEARS OLD, WILL BE ACCEPTED.

ALLOW 24 HOURS FOR PERMIT TO BE PROCESSED.