

APPLYING FOR A WORK PERMIT- read this whole page

For students 14 or 15 years of age

After you get hired, turn in the following items to Mrs. McCormic in the Guidance Office to start the process of obtaining a work permit.

- 1. A photocopy of your Birth Certificate.**
- 2. A note from your parent/guardian giving you permission to work.**
- 3. The completed Statement by Prospective Employer (see reverse side), filled out by the person who will hire you.**

YOUR GRADES ARE IMPORTANT!

If you have:

- Any F's
- More than one D
- Incompletes
- Excessive absences

in the last semester or on the latest progress report, this will disqualify you from getting a work permit during the school year. You can have your application re-submitted if your grades and/or attendance improve. Summer-only work permits may be issued regardless of grades earned during the school year.

If you qualify, the Guidance Office will send your work permit to you in class in a sealed envelope via pass runner within three days of submission.

STATEMENT BY PROSPECTIVE EMPLOYER

_____ expects to give present employment to
Name of company

_____ as a _____
Name of student Position of employment

Student home address: _____

from _____ a.m. to _____ p.m. on **school days** and
_____ p.m. to _____ p.m.

from _____ a.m. to _____ p.m. on days when **school is not in session**
_____ p.m. to _____ p.m.

upon receipt of the proper EMPLOYMENT CERTIFICATE as required by law.

I hereby agree that I will provide facilities for resting that the above named employee will be permitted to use during the course of their employment.

Date

Employer's Signature

Employer's Address

Employer's Phone Number