

# APPLYING FOR A WORK PERMIT

For students 14 or 15 years old

**Per the state of Illinois, we have to check grades before issuing a work permit.**

**Log into Skyward and circle your response to the following questions:**

- |   |     |    |
|---|-----|----|
| 1) Do you have more than 10 absences this semester? | Yes | No |
| 2) Do you have missing assignments this semester?   | Yes | No |
| 3) Do you currently have any Ds this semester?      | Yes | No |
| 4) Do you currently have any Fs this semester?      | Yes | No |

**Your grades are important!** Per the state of Illinois and Principal Moore: If you have excessive absences, any F's, Incompletes, or more than one D, you will **NOT** be approved for a school-year work permit. You can have your application re-submitted if your grades improve. \*A summer-only work permit may be issued regardless of grades earned during the school year.

By signing, I acknowledge that I have completely read and fully understand the statements above.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

After you interview and someone says they will hire you, turn in the following items to Ms. Hospelhorn in the Guidance Office to start the process of obtaining a work permit.

- 1. A photocopy of your Birth Certificate.** If you only have the original, we can make a copy for you.
- 2. A note from your parent/legal guardian** giving you permission to work.
- 3. The completed Statement by Prospective Employer filled out by the person who will hire you** (see reverse side).
- 4. Signed statement regarding** grades (see above).

When you have turned in the items listed, the Guidance Office will send copies of your last report card and attendance report to the Principal, Mr. Moore. Once the principal signs the work permit, the Guidance Office will send a pass to you in class so you can stop by and pick up your work permit.

# STATEMENT BY PROSPECTIVE EMPLOYER

I “prospective employer” expect to present employment to the student named below, upon receipt of the proper EMPLOYMENT CERTIFICATE as required by law.

## Employer Information (To be filled out by “prospective employer”)

Name of Company
Company Street Address
City, State, Zip
Company Phone Number
Hiring Employer's Name

## Student Work Information (To be filled out by “prospective employer”)

On school days		Weekends		Non School Days & Summers		Student's Job Title
From:	AM/PM	From:	AM/PM	From:	AM/PM	
To:	AM/PM	To:	AM/PM	To:	AM/PM	

Is this a summer-only job?      Yes      No

\_\_\_\_\_  
Employer Signature

\_\_\_\_\_  
Date

## Student Information (To be filled out by student)

Student's Name
Student's Street Address
City, State, Zip
Student's Legal Guardian's Name