

APPLYING FOR A WORK PERMIT

For students 14 or 15 years of age

Please turn in the following items to Mrs. McCormic in the Guidance Office in order to start the process of obtaining a work permit.

- 1. A copy 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.**

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 the copy you need to give to your employer.

During the School Year

If you have excessive absences, any F's, Incompletes, or more than one D in the last semester or on the latest progress report, the principal may not approve your work permit. You can have your application re-submitted if your grades improve.

Summer Only Work Permits

A summer only work permit may be issued regardless of grades earned during the school year.

STATEMENT BY PROSPECTIVE EMPLOYER

_____ expects to give present employment to
Name of company

_____ as a _____
Name of student Position of employment

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