

# **APPLYING FOR A WORK PERMIT- read this whole page**

For students 14 or 15 years of age

After you interview and someone says they will hire you, 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.**

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.

## **Your grades are important!**

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 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.

**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**