



WORK PERMITS

If you are under the age of 16 and would like to work, you **MUST** obtain a work permit. First you need to get a job. Once you get hired, you will need to request a letter from the employer containing the information shown below. We are processing Work Permit requests electronically whenever possible to minimize the need for in-person contact.

In order to receive a work permit you will need to complete the Work Permit Request Form and provide the following documents:

- 1) Student's Birth Certificate
- 2) Student's Social Security Card
- 3) A letter of Intent from the employer containing the following information:
 - The Employer's Name, Address & Phone Number
 - The Employer's Contact Name
 - Nature of Industry (ex. Restaurant, Retail Store etc...)
 - Occupation of Student (ex. Cashier, Order Taker, Lifeguard etc...)
 - Approximate # of hours to be worked (refer to the Child Labor Hours)
- 4) Work Permit Request Form (completed and signed by parent/guardian)
- 5) Certificate of Physical Fitness (unless there is a current physical on file at school)
- 6) A Principal's Statement (if you are not a student in District #308)

Once you have these documents, please send them to jcolvin@sd308.org or you may bring them to Mrs. Colvin in Student Services/Career Center.

*If a child will be employed as a performer or entertainer (model/actor/musician, etc...) then proof of a child performer trust fund account must also be provided prior to receiving a work permit. (This does not apply if the child will be hired as an extra or background performer.)

Below is a link to the IL Department of Labor Child Labor Hours, Restrictions & Forms:

<https://www2.illinois.gov/idol/forms/Pages/default.aspx>

If you have any questions, please contact Mrs. Colvin at jcolvin@sd308.org or 630-636-2037.