



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 or have the employer complete the employer section of the attached Work Permit Application.

In order to receive a work permit you will need to 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 Business Name, Address, Phone Number & 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)

Or the completed & signed Employer section of the Work Permit Application

- 4) Certificate of Physical Fitness (unless there is a current physical on file at school)
- 5) A Principal's Statement (if you are not a student in District #308)

*If 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.)

Once you have these documents ready, please send them to Mrs. Mendez at emendez@sd308.org or you may bring them to her in the main office (during summer office hours).

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 call 630-636-2200.