

## APPLICATION AND REQUIREMENTS FOR OBTAINING A WORK PERMIT

The following items must be presented to issue work permits:

- Employers Statement**- describing specific nature of work, hours and day(s) minor is to work.
  - NOTE: A minor who is employed in artistic or creative services, such as an actor or model must also provide proof that a bank trust account has been established.**
- Evidence of Age** -copy of Birth Certificate, Certificate of Baptism, or other documentary evidence.
- Principals Statement** - from school attended. Not needed for summer employment only.
- Physical Fitness Form** - statement from doctor stating student is physically able to work. Physical examination must have been done within the last year.
- Parent Approval** - parent/guardian **MUST bring proof of ID and accompany the minor to the office.** Parental approval for a minor to work must be secured before a certificate is issued.
- Social Security Number**- will be needed.

**WORK PERMITS MUST BE RENEWED ANNUALLY!**  
**If you change employers you must get a new work permit.**

Minors 14 years of age and under 16 years may be employed outside of school hours and on days when school is not in session and during school vacation periods. They may not work before 7 am and not after 7 PM. However, between June 1 through Labor Day, they may work until 9:00 PM.

When school is in session, they shall not be permitted to work more than 3 hours a day, combined school and work hours not to exceed 8 hours a day.

During vacation periods, they shall not be employed for more than 8 hours in any one day and for not more than 6 consecutive days in any one week and no more than 48 hours in any one week.

A 14 or 15 year old may work both Saturday and Sunday for not more than 8 hours each day if the following conditions are met: (1) the minor does not work outside school more than 6 consecutive days in any one week, and (2) the number of hours worked by the minor outside school in any week does not exceed 24.

Employers are required to notify The IL Department of Labor of any work-related illnesses, injuries or deaths.

**A 14 or 15 year old cannot work for any company which is engaged in Interstate Commerce except in the office.**

Minors 13 years of age or older may caddy at a golf course.

Minors 14 and 15 years of age may work in office and other non-hazardous occupations

Minors are prohibited from working in occupations which are considered hazardous.

In general, minors are forbidden from working in jobs that threaten their health, safety or well-being.

**COMPLAINTS AND INQUIRES CALL THE ILLINOIS DEPT. OF LABOR: TOLL FREE 1-800-645-5784**

**REGIONAL OFFICE OF EDUCATION #21**