



WORK PERMITS

All employed students under the age of 18, or 18 years of age while enrolled in a high school work experience class need a work permit. Minors under the age of 14 can only work for a family business, in the entertainment industry and other special circumstances apply.

How to apply for a Work Permit?

1. **Work permits are not like driver's license**- they are employer specific. Once you have been offered a job, apply for a work permit by picking up an application, or downloading one from the high school website.
2. **Complete the entire application** including SS# and appropriate phone numbers. A cell phone number may be substituted for home phone number. Please include your student ID # found on your student ID card.
3. Have your **employer sign** their portion and your **parent sign off on the permit**.
4. **Submit the work permit application** into the College & Career Center for processing (should take a couple of days).
5. When picking up processed work permit, sign and initial.
6. **Remember, school always comes first!** Your parents, school administrators and / or labor board can revoke your permit at any time for too many absences, not passing classes, unsafe conditions, and other reasons.
7. **Present completed permit to your employer.**