

INSTRUCTIONS FOR SECURING WORK PERMITS FOR MINORS

The Illinois Child Labor Law requires employers to keep on file EMPLOYMENT CERTIFICATES (WORK PERMITS) for employees who are under 16 years of age.

PLEASE NOTE: A position must have been offered before a work permit can be issued.

TO SECURE AN EMPLOYMENT CERTIFICATE (ages 14 and 15)

- 1. The employer must complete the Employer's Statement (white form).
- 2. Evidence of age must be provided. An original birth certificate or certified copy is required.
- 3. A Social Security Card/Social Security Number must be provided.
- 4. The Certificate of Physical Fitness (blue form) must be completed by a physician or a copy of the student's school physical or sports physical examination form may be substituted. A copy of the physical form may be obtained from the school nurse when school is in session (physical examination forms may not be copied during school vacations or the summer recess).
- 5. The Principal's Statement (pink form) must be completed and signed by the child's principal or his/her authorized designee if employment will occur after school hours or on weekends during the regular school term. This form is not required if employment occurs **ONLY** during the summer vacation.

TO SECURE AN EMPLOYMENT CERTIFICATE (ages 0 - 15)

(For models and other child talent)

- 1. A Letter of Intent from the Employer.
- 2. Evidence of Age must be provided. An original birth certificate or certified copy is required.
- 3. A Social Security Card/Social Security Number must be provided.
- 4. The Certificate of Physical Fitness (blue form) must be completed by a physician or a copy of a current physical examination may be substituted.
- 5. The Principal's Statement (pink form) must be completed for school-age children and signed by the child's principal or his/her authorized designee if employment will occur after school hours or on weekends during the regular school term. This form is not required if employment occurs **ONLY** during the summer vacation.

TO SECURE A CERTIFICATE OF AGE (ages 16 -20)

- 1. Evidence of age must be provided. An original birth certificate or certified copy is required. The Certificate of Age provides the employer with authenticated proof of age for employees who are 16 and over.

When ALL of the required forms have been completed, the student should return them to the CUSD 200 School Service Center, 130 West Park Avenue, Wheaton IL (Phone: 682-2000). Any student age 10 or older is required by law to sign his/her name on the Employment Certificate (Work Permit) in the presence of the issuing officer. The Student must be accompanied by a parent or have the parent's written approval.

NO PERMITS WILL BE ISSUED UNTIL ALL FORMS ARE COMPLETED AND THE STUDENT IS PRESENT AND SIGNS THE EMPLOYMENT CERTIFICATE.

EMPLOYER'S STATEMENT

Date _____

NOTE TO EMPLOYER: When school is in session, minors 14 and 15 years of age may work a maximum of three (3) hours per school day (the combined hours in school and at work may not exceed eight (8) hours per day). Also, minors may not be employed before 7:00 a.m. or after 7:00 p.m. When school is NOT in session (including summer vacation, seasonal holidays, and school breaks), minors may not work:

- More than eight (8) hours per day;
- More than six (6) consecutive days per week;
- More than 48 hours in a week;
- Between the hours of 7:00 p.m. and 7:00 a.m. (except between June 1 and Labor Day when working hours may be extended to 9:00 p.m.)

(Illinois Child Labor Law: 205/3)

To: Superintendent of Schools
Wheaton, Illinois

Will you kindly issue an EMPLOYMENT CERTIFICATE (Work Permit) as per the instructions below as long as they are in accordance with the above rules.

Name of Worker _____
Last First Middle

Exact name (or description) of job _____

Indicate the days of the week and hours of the day during which the above named individual will be employed by you:

Monday	_____ a.m. to _____ p.m.	Friday	_____ a.m. to _____ p.m.
Tuesday	_____ a.m. to _____ p.m.	Saturday	_____ a.m. to _____ p.m.
Wednesday	_____ a.m. to _____ p.m.	Sunday	_____ a.m. to _____ p.m.
Thursday	_____ a.m. to _____ p.m.	Hours vary, but will comply with law	_____

Company Official _____
Print Name Signature

Company Name _____

Address _____
Street City Zip Code

Nature of Business _____

I hereby certify that I have read the provisions of the Illinois Child Labor Law and the above person is being hired in accordance with these provisions. (To obtain Illinois Child Labor Law pamphlets, write to the Illinois Department of Labor, 160 N. LaSalle St., Suite C-1300, Chicago, IL 60601)

NOTE TO APPLICANT: You must furnish the following information to the issuing officer in order to obtain an Employment Certificate (Work Permit):

1. EMPLOYER'S STATEMENT (filled in and signed by your employer).
2. BIRTH CERTIFICATE, Baptismal Certificate, or documentary proof of age.
3. SOCIAL SECURITY CARD/SOCIAL SECURITY NUMBER.
4. CERTIFICATE OF PHYSICAL FITNESS.
5. PRINCIPAL'S STATEMENT (required if work is during the school year). 08/2005

**Principal's Statement to Issuing Officer As Required by Section 12-3
Child Labor Law of Illinois in Effect June 30, 1947**

DATE: _____ NAME OF SCHOOL _____

This is to certify that the undersigned has interviewed _____ residing at
(Name of Minor)

_____ and that said minor requests that an employment certificate be issued
(Address of Minor)

permitting employment outside of school hours. The school records disclose that above-named minor was born

_____ and has completed the _____. He or she is in school from _____ A.M. to
mm/dd/yy (Last Grade)

_____ P.M. with _____ hour for lunch. Parents' names are:

(Father)

(Mother)

According to the school records, above-named minor is making satisfactory progress; therefore, I recommend an employment certificate be issued for present employment.

**MINOR, PLEASE NOTE: EMPLOYMENT CERTIFICATES ARE ISSUED
BY CITY AND COUNTY SUPERINTENDENTS OF SCHOOLS OR THEIR
DULY AUTHORIZED AGENTS IN EACH SCHOOL DISTRICT.**

PRINCIPAL _____

By _____

**NOTE: THIS IS NOT AN EMPLOYMENT CERTIFICATE BUT SHOULD BE DELIVERED TO THE ISSUING OFFICER WHO WILL ISSUE
NECESSARY EMPLOYMENT CERTIFICATE AS REQUIRED BY LAW.
THIS FORM MAY BE REPRODUCED BY LOCAL SCHOOL AUTHORITIES AND ADDITIONAL INFORMATION ADDED IF NECES-
SARY TO MEET LOCAL CONDITIONS.**