

Student Employment/Work Permit

Youth Employment Standards Act 90 of 1978 defines a minor who is less than 18 years of age, including but not limited to employees, volunteers, independent contractors and performing artists.

Minors under 18 years of age must obtain a work permit or a written agreement or contract entered into between the employer and the governing school district, public school academy or nonpublic before starting work.

In Michigan, minors as young as 14 are able to seek work, with a work permit required for minors under the age of 18. There are two types of work permits available; one for minors [under the age of 16](#) and one for [minors aged 16 and 17](#).

1. The minor should obtain the correct age form from the counseling office or print one from the links above.
2. Once the minor has obtained the form, they can complete Section 1, which requires general information of the minor, including the last four digits of their social security number.
3. The minor will then seek employment. Once an employer agrees to hire the minor, they will complete Section 2. This section will include the name and information of the employer, as well as the minor's job title, wage, and the responsibilities they are being hired for. The employer must sign this section.
4. Once Section 2 is completed, the minor will take the form back to the counseling office. The secretary will review the form and complete Section 3. The issuing officer will review evidence of age, which could be from a birth certificate, school records, etc. The secretary will also review Section 2 to make sure that the employment proposed is within the law for the age of the minor.
5. The secretary will make a copy of the work permit and include it in the minor's school file. The original will be returned to the minor.
6. The minor will bring the signed work permit to the new employer. This must be done before the minor can begin work.

If a minor is requesting a work permit during the summer, please contact Deb Shoultz, records secretary at 248.341.5632 or email dshoultz@bloomfield.org.