



McHenry County Regional Office of Education

Leslie Schermerhorn
Superintendent

2200 North Seminary Avenue
Woodstock, Illinois 60098

Phone: 815-334-4475
Fax: 815-338-0475
www.mchenry.k12.il.us

Michael Freeman
Assistant Superintendent

EMPLOYMENT CERTIFICATE REQUIREMENTS (Work Permit)

Please bring the following requirements to McHenry County Regional Office of Education, Administration Building, 667 Ware Road, Suite 207A, Woodstock, IL 60098

1. Statement of intention to employ on company letterhead, signed by the prospective employer, or by someone duly authorized by him, setting forth the specific nature of the occupation in which he intends to employ such minor and the exact hours of the day and number of hours per day and days per week during which the minor shall be employed.
2. Evidence of age; birth certificate or any such document that shows valid date and place of birth.
3. A statement on a form approved by the Department of Labor and signed by the principal of the school that the minor attends (not required if summer work only).
4. A statement of physical fitness by submitting a physical examination performed within one year of the application for the Employment Certificate or submitting the Certificate of Physical Fitness form furnished by the Department of Labor.
5. Social Security card.