



# WESTPORT COMMUNITY SCHOOLS

## **Work Permits for Students ages 14-17 years old. Please read carefully.**

Work permits for students who attend Westport Jr./Sr. High School are processed in the Main Office. In the event that the Main Office is closed, completed applications may be brought to the Administration Offices. Students who DO NOT attend Westport will need to come to the Administration Offices to have their work permits processed.

The process is as follows:

1. Student obtains job offer from employer.
2. Student completes *Employment Permit Application*.
3. Student's new employer completes and signs the "Promise of Employment" section on the application. The student's name and position must be complete.
4. Students between the ages of 14-15 need a physician's signature and a copy of a current physical completed in the past twelve months.
5. All students, regardless of age, need a parent/guardian signature on the *Employment Permit Application* form.
6. The student signs the application.

Student employees who attend Westport Jr./Sr. High School must bring this packet to the Main Office where the official *Employment Permit* will be processed. Students must be present to sign the permit. In the event that the Main Office is closed, the packet may be brought to the Administration office.

### Students Who DO NOT attend the Westport Community Schools

Student employees that do not attend the Westport Community Schools must also complete a *School Records Form* which is also attached. The student should ask the current school to complete this form.

If the student does not attend Westport, he/she must have the following supporting documents:

- Attached *Employment Permit Application*
- Attached *School Record Form*
- Photo ID (i.e., school ID, driver's license, passport)
- Birth certificate

### Completing the *Employment Permit*

Once the Application is complete and brought to the Main Office, the student may complete the *Employment Permit* on the last page of the packet.

1. The *Permit* should be completed in full; excluding the permit number, date of issue, and expiration date.
2. The student must sign the permit in the presence of the issuing agent.
3. The issuing agent adds the permit number (student's LASID/student ID number) date of issue, expiration date (student's eighteenth birthday), and signature of the Superintendent of Schools.
4. Retain the *Employment Permit Application*, photocopies of any supporting evidence (e.g., photo ID and birth certificate of non-Westport student), and a photocopy of the *Permit*. Retained documents are kept on file in the Administration Office until expired.