

WORK PERMIT APPLICATION

Date: _____

1) Name of Student: _____ ID# _____

Parent/Guardian: _____

Address: _____ Date of Birth: _____

(Street)

(City)

(State)

(Zip Code)

(Telephone)

Male _____ Female _____

The following three (3) sections ***MUST*** be completely filled out and returned with your ***county certified birth certificate*** and your ***social security card*** to the Registrar's Office.

2) TO THE EMPLOYER: (Fill in the following information or submit a letter on company letterhead including the same information.) *I agree to employ the above named student.*

Type of work to be done: _____

Position: _____ Hours per day/week: _____

Name and Place of Employment: _____

Address: _____

(Street)

(City)

(State)

(Zip Code)

Phone: _____

Signature of Employer: _____ Date: _____

3) TO THE PARENT: I have read the statement from the employer above and give my son/daughter permission to work in their establishment.

Signature of Parent: _____ Date: _____

NOTE: This section must be completed if you are under 16 years of age and do not have a current physical already on file at West Chicago Community High School District 94.

4) TO THE PHYSICIAN: I have read the above statements before I filled out the Certificate of Physical Fitness.

Signature of Physician: _____ Date: _____

HOW TO APPLY FOR A WORK PERMIT

- I. If you are 16 years of age or older: No permit is necessary
- II. If you are under 16 year of age:
 1. You must have a job and
 2. You must present a county certified birth certificate or baptismal certificate and
 3. You must present your social security card and
 4. You must present a note from your parents giving their approval for you to work and
 5. You must present a letter from the employer (a) on letterhead stationery stating (b) the specific occupation and duties to be performed (c) exact hours of employment (d) number of hours per day of employment (e) number of days per week of employment.
 6. If you **do not** have a physical fitness at West Chicago Community High School District 94 you **must** present a certificate from a licensed physician. (If the issuing school is different from the one that you attend, present a copy of the school health record).

STATE OF ILLINOIS AND FEDERAL CHILD LABOR LAWS
Employers subject to the State of Illinois and the Federal Labor Laws shall apply the stricter standard.
ILLINOIS CHILD LABOR LAWS

SECTION 3. HOURS OF WORK

“No minor under 16 years of age shall be employed, permitted or suffered to work in any gainful occupation mentioned in Section 1 of this Act for than 6 consecutive days in any one week, or more than 48 hours in any one week, 24 hours in any one week when school is in session, or more than 8 hours in any one day or be so employed, permitted or suffered to work between 7 P.M. and 7 A.M. except during the period June 1 to Labor Day, between 9 P.M. and 7 A.M. The hours of work of minors under the age of 16 years employed outside of school hours shall not exceed 3 a day on days when school is in session, nor shall be the combined hours of work outside and in school exceed a total of 8 a day.”

SECTION 4. MEAL PERIOD

“No minor under 16 years of age shall be employed, or permitted to work in any gainful occupation mentioned in Section 1 of this Act for more than 5 hours continuously without an interval of at least 30 minutes for meal period, and no period of less than 30 minutes shall be deemed to interrupt a continuous period of work.”

SECTION 7. HAZARDOUS OCCUPATIONS (EXCERPTS)

“No minor under the age of 16 years of age shall be employed, permitted or suffered to work:

In, about or in connection with any public messenger or delivery service, bowling alley, pool room, billiard room, skating rink, exhibition park or place of amusement, garage, filling station or service station, or as a bellboy in any hotel or rooming house or about or in connection with power-driven machinery.

In any place or establishment in which intoxicating alcoholic liquors are served or sold for consumption on the premises, or in which such liquors are manufactured or bottled.”

For further information contact Illinois Department of Labor, 160 North LaSalle Street, Suite C-1300, Chicago, Illinois 60601, (800) 645-5784 or (312) 793-2804.

FEDERAL CHILD LABOR LAW

(As provided by the Fair Labor Standards Act – Section 3, 52 Stat. 1060, as amended: 29 U.S.C. 203)

14 AND 15-YEAR OLD MINORS MAY NOT BE EMPLOYED:

- *During school hours, except as provided for under the Work Experience and Career Exploration Program.
- *Before 7 A.M. or after 7 P.M. except 9 P.M. from June 1 through Labor Day (time depends on local standards).
- *More than 3 hours a day – on schools days.
- *More than 18 hours a week – in school weeks.
- *More than 8 hours a day – on non-school days.
- *More than 40 hours a week – in non-school weeks.

14 AND 15 YEAR-OLD MINORS MAY NOT BE EMPLOYED IN:

- *Any manufacturing occupation.
- *Any mining occupation
- *Processing occupations.
- *Occupations requiring the performance of any duties in workrooms or workplaces where goods are manufactured, mined, or otherwise processed.
- *Public messenger service.
- *Operation or tending or hoisting apparatus or of any power-driven machinery.
- *Any occupations found and declared to be hazardous.
- *Occupation in connection with transportation, warehousing and storage, communications, public utilities, and construction.

Any of the following occupations in a retail, food service, or gasoline service establishment: cooking (except at soda fountains, lunch counters, snack bars, or cafeteria serving counters) and baking: Occupations which involve operating, setting up, adjusting, cleaning, oiling, or repairing power – driven food slicers and grinders, food choppers and cutters, and bakery-type mixers: Work in freezers and meat coolers and all work in preparation of meats for sale (except wrapping, sealing, labeling, weighing, pricing and stocking when performed in other areas): Loading and unloading goods to and from trucks, railroad cars or conveyors.

The above is not all-inclusive. For additional information contact any office of the U.S. Department of Labor, Wage-Hour Division.