

Work Permit Requirements

Work Permits are Issued to HPHS Students Only

Step 1: You need to get the job first!

Your employer will need to provide you with a letter of intent.

The letter of intent should be on the Employer's Letterhead and will need to include the employee's job description, EXACT number of workdays/ number of hours per day, and the employer Signature.

Step 2: Gather all of the required documents listed below:

1. Letter of Intent (Employer's Letterhead)
2. Copy of physical form (Health Services A-132) during school office hours only or a Physician's Letter
3. Copy of birth certificate or passport
4. Completed Work Permit Application and signed by parent/guardian

Step 3: Parent/guardian please email Ms. Ocampo at rocampo@dist113.org to let her know that you are giving your child permission to obtain a work permit from HPHS.

Step 4: Student please email Ms. Ocampo at rocampo@dist113.org to schedule an appointment (A parent/guardian does not have to be present since permission has been given via email)

****During the summer you can contact Ms. Gomez at sgomez@dist113.org****

PLEASE NOTE:

- ✓ Work permits are issued at Highland Park High School as a service to students.
- ✓ All requirements are state mandates.
- ✓ Employment certificates cannot be issued to minors 0 months through 13 years of age unless the minor will be employed as a model pursuant to Section 250.260 of the Child Labor Law.
- ✓ Work permits are valid for 1 year and for 1 employer only.

State of Illinois Child Labor Hour Restrictions (820 ILCS 205/3):

A 14 or 15 year old minors may **NOT** work:

- ✓ before 7 a.m.
- ✓ after 7 p.m. between Labor Day and June 1
- ✓ after 9 p.m. June 1 through Labor Day
- ✓ more than 8 hours on non-school days
- ✓ more than 3 hours on school days
- ✓ more than 24 hours during school weeks
- ✓ more than 48 hours during non-school weeks
- ✓ more than six days per week

WORK PERMIT APPLICATION

Minor's Information:

First Name _____ MI _____ Last Name _____ Age _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell phone _____

Parent/Guardian Consent:

I hereby give my consent to my child/ward to engage in part-time employment with the employer indicated on this application and agree to comply with stated regulations and laws applicable to the specific type of employment for which this application is being submitted.

I give my permission for release of any/all medical information commensurate with **Illinois Revised Statutes, Chapter 48. Sec.31.12, sub section (D)(4)** deemed necessary in connection and for the sole purpose of my child/ward obtaining an employment certificate as defined under the Child Labor Laws of the State of Illinois.

Any description of a prior or existing physical condition which may, in the judgment of the school district and/or student's physician, be the basis for limiting the issuance of the employment certificate shall not constitute a violation of a minor student which is guaranteed under the **Family Educational Rights to Privacy Act**.

Child and parent/guardian must both be present for issuance of permit (the parental/guardian presence during issuance is required under the Section 205/12 of the Illinois Child Labor Law)

Parent/Guardian Name: _____ Signature: _____

Employer Information (this is NOT the employer verification of job letter):

Company Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Type Of Business: _____

Minor's Job Title/Description: _____

Minor will work _____ school days per week and _____ hours per school day

Minor will work _____ hours on Saturday and/or _____ hours on Sunday

Please check for summer hours: _____