



Work Permit Application Instructions

The issuance of child labor certificates or work permits by New Trier Township High School District #203 is a service we provide students under the age of sixteen who have been hired for employment. Please view the instructions below to secure a Child Labor Certificate/Work Permit.

FOR NEW TRIER STUDENTS:

1. A minor must secure a job first, in order to begin the process.
2. The parent or guardian must email a New Trier issuing officer (contact details below) with a statement authorizing and granting permission for their child to obtain a work permit.
3. An Employer 'Letter of Intent to Hire' template or a signed statement on the employer's letterhead—detailing the job description and work schedule—must be provided by the employer or their authorized agent.
4. Proof of age document - photocopy of a birth certificate, passport, other reliable documentation.
5. Completed Minor Work Permit Application (attached).
6. New Trier students must bring their Work Permit Application to the Health Services Office—Winnetka Campus Room 25 or Northfield Campus D105—for a nurse's signature. Issuing officer(s) may rely on the minor's most recent New Trier student's school physical to determine the physical fitness of the minor.
7. If the minor will be a performer, proof of their Child Performer Trust fund (Coogan or Utma Account), and a copy of a government issued photo ID (front and back) of the parent or legal guardian is required.

FOR EXTERNAL STUDENTS:

1. A minor must secure a job first, in order to begin the process.
2. A parent or guardian must contact a New Trier issuing officer to schedule a meeting to begin the Work Permit application.
3. An Employer "Letter of Intent to Hire" template or a signed statement on the employer's letterhead—detailing the job description and work schedule—must be provided by the employer or their authorized agent.
4. Proof of age document - a birth certificate (original or certified), passport, other reliable documentation.
5. Completed Minor Work Permit Application (attached).
6. A copy of a school physical dated within 1 year of application completed by your physician, or completed certificate of Physical Fitness Form (attached).
7. Principal's Statement: Waived during summer months when school is not in session.
8. If the minor will be a performer, proof of their Child Performer Trust fund (Coogan or Utma Account), and a copy of a government issued photo ID (front and back) of the parent or legal guardian is required.

For any questions regarding Work Permits, please contact one of the Issuing Officers at New Trier:

[Kelly-Jane Pitts](mailto:pittsk@newtrier.k12.il.us) - pittsk@newtrier.k12.il.us at (847) 784-2212 at the Winnetka Campus

or

[Kim Sparkowski](mailto:sparkowk@newtrier.k12.il.us) - sparkowk@newtrier.k12.il.us at (847) 784-6586 at the Northfield Campus

Please ensure all necessary paperwork is completed, signed, printed, and brought to the
*Winnetka Campus, Room 215 (847) 784-2212 or the
Northfield Campus Room A401 (847) 784-6586.*

A child labor certificate valid for one year from the date of issuance and tied to the specific employer will be issued electronically to the parent or guardian upon fulfillment of all requirements.

****Please allow up to 3 business days to process your Minor Work Permit Application****

Application for Work Permit for Minor

Legal Name of Minor (Name listed on Social Security Card)

First Name	Middle	Last Name	Sex	Date of Birth
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Street Address

City	State	Zip	Grade
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Guardian's First Name	Guardian's Last Name	Guardian's Phone Number
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Parent/Guardian's Email

As the parent/guardian of the above minor, I approve the employment of the minor for the specified job listed below.

Parent/Guardian signature: _____ **(wet signature required)**

Employer's Information (to be completed by minor or parent/guardian)

Employer's Name

Address	City	State	Zip Code	Supervisor's Phone Number
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Occupation of Minor

For New Trier Use Only

Student's School Physical is on File _____ (New Trier's Nurse's signature)

In addition to this application, the following must be submitted:

- The parent or guardian must email a New Trier issuing officer to authorize and grant permission of their child's work permit. *New Trier Students Only*
- An Employer 'Intent to Hire' template or a signed statement on the employer's letterhead—detailing the job description and work schedule—must be provided by the employer or their authorized agent.
- Proof of age document - photocopied birth certificate, passport, or other reliable documentation. *New Trier Students Only.*
- Proof of age document - birth certificate (original or certified), passport, or other reliable documentation. *External Students Only.*
- *New Trier students must bring their Work Permit Application to the Health Services Office—Winnetka Campus Room 215 or Northfield Campus D105—for a Nurse's Signature. Issuing officer(s) may rely on the minor's most recent New Trier student's school physical to determine the physical fitness of the minor*
- A copy of a school physical dated within 1 year of application completed by your physician, or completed certificate of Physical Fitness Form. *External Students Only.*
- Issuing Officer's Statement: Signed by one of New Trier's Issuing Officer.
- Principal's Statement: Waived during summer months when school is not in session. *External Students Only.*
- If the minor will be a performer, proof of their Child Performer Trust fund (Coogan or Utma Account), and a copy of a government issued photo ID (front and back) of the parent or legal guardian is required.

Please allow up to 3 business days to process your Minor Work Permit Application



Employer Letter of Intent to Hire Template

Please use this template or a signed letter on the employer's letterhead detailing the job description and work schedule

_____ expect to give employment to _____
(Company Name) (Minor's Name)

as _____ for _____ on school days and not more than eight (8) hours on days when school is not in session.
(Occupation) (Hours)

Name of Employer: _____

Employer's Address: _____

Name of Supervisor: _____

Supervisor's Phone Number: _____

Describe work to be performed: _____

Name of Industry: _____

Are alcoholic beverages served?: Yes ☐ No ☐

Hour Restrictions:

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 18 hours during a week when school is in session;

More than 40 hours during a week when school is not in session; More than 8 hours in any single 24-hour period;

More than 8 hours total of work and school hours on days when school is in session.

Additional Restrictions:

No person shall employ, allow, or permit a minor to work at any hazardous occupation.

Minors are not allowed to work in any establishment that sells or serves alcohol.

The Illinois Department of Labor oversees the safety of minors in Illinois by regulating the employment of workers less than 16 years of age.

The law protects children by limiting working hours, prohibiting work in hazardous occupations, and requiring employment certificates (820 ILCS 205/1-22 Child Labor Law).

Date: _____ Signature of Employer: _____

State Of Illinois, Department Of Labor

Issuing Officer's Statement

To be Completed by New Trier Staff

Required by Section 55 of the Child Labor Law, 820 ILCS 206/55 (b)(4)(C)

Date _____ Name of School _____

This is to certify that the undersigned has interviewed _____
residing at _____ and that
said minor requests that an employment certificate be issued permitting employment outside
of school hours.

The school records disclose that above-named minor was born _____ and has
completed the _____ Grade. The minor is in school from _____ AM to _____ PM
with _____ hour for lunch.

Parents' names are:

Parents/Legal Guardians: _____

According to the school records, above-named minor is making satisfactory progress;
therefore, I recommend an employment certificate be issued for present employment.

Issuing Officer _____

Signature _____

MINOR, PLEASE NOTE: EMPLOYMENT CERTIFICATES ARE ISSUED BY CITY AND COUNTY
SUPERINTENDENTS OF SCHOOLS OR THEIR DULY AUTHORIZED AGENTS IN EACH SCHOOL DISTRICT.

NOTE: THIS IS NOT AN EMPLOYMENT CERTIFICATE BUT SHOULD BE COMPLETED AND FILED BY THE
ISSUING OFFICER WHO WILL ISSUE NECESSARY CERTIFICATE AS REQUIRED BY LAW. THIS FORM MAY
BE REPRODUCED BY LOCAL SCHOOL AUTHORITIES AND ADDITIONAL INFORMATION ADDED IF
NECESSARY TO MEET LOCAL CONDITIONS.

State Of Illinois, Department Of Labor

Certificate Of Physical Fitness

Required by Section 55 of the Child Labor Law, 820 ILCS 206/55 (b)(4)(D)

Name _____ Date of Birth _____

Address _____

City _____ State _____ ZIP Code _____

Sex _____ Eye Color _____ Hair Color _____

Name of Employer _____

Address of Employer _____

City _____ State _____ ZIP Code _____

Description of Work Requested:

Remarks: (Physical Fitness for Requested Work):

Questions for Health Care Provider

a. Based on your examination, should there be any restrictions on the minor’s work duties?

b. Based on your examination, does the minor need to be re-evaluated sooner than one year from the date of this examination before being allowed to continue work?

Name of Examiner _____

Signature of Examiner _____ Date _____

State Of Illinois, Department Of Labor

Principal's Statement

Required by Section 12 of the Child Labor Law, 820 ILCS 205/1-22

Date _____ Name of School _____

This is to certify that the undersigned has interviewed _____

residing at _____ and that said

minor requests that an employment certificate be issued permitting employment outside of school

The school records disclose that above-named minor was born _____

and has completed the _____ Grade. The minor is in school from _____ AM to

_____ PM with _____ hour for lunch.

Parents/Legal Guardians:

According to the school records, above-named minor is making satisfactory progress; therefore, I recommend an employment certificate be issued for present employment.

Principal _____ By _____