



Work Permits

Students who are 14 and 15 years of age and plan to begin a job must receive a work permit. In order to obtain a work permit, you must supply the following to the high school office:

- Birth Certificate (**copy sufficient**)
- Social Security number
- **Letter from the prospective employer** (on company letterhead) describing job responsibilities and hours
- Current Physical Examination (**dated within 1 year of application**)
- If obtaining work as a child performer in an artistic or creative service, must have a Trust Fund set up in the child's name where 15% of their gross earnings will be deposited.

Name of Minor: _____
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Birthdate: _____

Social Security #: _____

Address of Minor: _____

Name and phone number of Parent: _____

Signature of Parent: _____

Address of Parent (*if different than minor's*) _____

When school is in session, you may work:

- Up to 3 hours a day (the combined hours in school and at work may NOT exceed 8 hours per day)
- The maximum hours of work are 24 hours per week.

When school is not in session, you may work:

- Up to 8 hours per day
- Up to 6 days per week
- Up to 48 hours per week
- Between 7 am and 7 pm, except from June 1 to Labor Day when 9 pm is the latest work hour.

If you have any questions, please contact Ruth Flikkema at Timothy Christian High School, 630-833-7575.