DuPage Regional Office of EDUCATION
Excellence in Education

AMBER QUIRK
Regional Superintendent
DuPage County Schools

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Minor must be present with Parent/Guardian with all the required documents <u>not submitted prior to appointment</u>.

This is a requirement under section 205/12 of the Child Labor Law

Non-DGN Student Work Permit Application

1. ✓ Social Security card
2. ✓ Birth Certificate
3. ✓ Letter of Intent of Employer (must also include Minor's specific work hours & Manager contact info)
4. ✓ Current Physical Exam (must be dated within 1 year of application
5. ✓ Principal's Statement (required if working at all during the school year (September 1 through June 1)
6. ____Child performer in an artistic or creative service have a Trust Fund set up in the child's name where 15% of their gross earnings will be deposited

Minor/Child Information

DOB: _____ Minor's Name: _____

Address: _____

City, State, Zip Code: _____

Employer Information

Business Name: _____ Contact Phone Number: _____

Business Address (No P.O. Box): _____

City, State, Zip Code: _____

Employer Email: _____ Occupation of Minor:_____

Parent / Guardian Information

Name: _____ Contact Phone Number: _____

Contact Email: _____

Parent/Guardian Certification of 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 the stated regulations and laws applicable to the specific type of employment for which this application is being submitted.

Signature of Parent/Guardian: _____

Printed Name of Parent/Guardian: _____

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Required Procedures For Teens

1. "Letter of intent to hire" must be obtained from all prospective employers. The letter must outline hours worked.
2. Teen and parent or guardian must bring this letter to an issuing officer at minor's school or school district to obtain the required work permit.
3. The issuing officer will review criteria and verify safety before issuing the work permit.

Required Procedures For Employers

1. Employers are prohibited from hiring teens under 16 years of age who fail to present an approved work permit.
2. Employers who employ teens without having a work permit on the premises are subject to fines by the Department.

Hour Restrictions

1. When school is in session, children 14 and 15 years of age may work:
    - Up to 3 hours per day.
    - Up to 24 hours per week; and
    - The combined hours of school and work may not exceed 8 hours per day.
2. When school is NOT in session (including summer vacations, holidays, and weekends), children under the age of 16 may NOT work:
    - More than 8 hours per day.
    - More than 6 days per week; nor
    - More than 48 hours per week.
3. Allowed hours of work are 7am to 7pm except between June 1st and Labor Day, when working hours may be extended to 9pm.
4. A scheduled meal period of at least 30 minutes shall be provided no later than the 5th consecutive hour of work.

Employers of minors shall post a schedule stating the hours of work and time of the lunch period. The employer shall also furnish any minor with a statement describing the specific nature of the work to be performed and the hour and days the minor is to work. The minor must present this statement to the issuing officer at the minor's school (or the school district if the child has not yet been enrolled in school) along with a copy of minor's birth certificate. The minor must be accompanied by a parent or guardian.

When both the Illinois Child Labor Law and Fair Labor Standards Act provisions cover the establishment, the stricter of the two laws will prevail.

Exemptions

The Child Labor Law does not apply to the following:

- Sale and distribution of magazines and newspapers at hours when the school of the district are not in session.
- Employment of a minor outside of school hours in and around a home of an employer when the work is not business related.
- Work of a minor 13 or more years of age, in caddying at a golf course.
- Minors 12 and 13 years of age employed as officials at certain sports activities.

Hazardous Occupations

- In, about or in conjunction with any public messenger or deliver service, bowling alley, pool room, billiard room, skating rink (except an ice-skating rink owned and operated by a school or unit of local government); exhibition.
- park or place of amusement, garage or as a bell boy in any hotel or rooming house or about or in connection with power-driver machinery.

- In the oiling, cleaning, or wiling of machinery or shafting.
- In or about any mine or quarry.
- In stone cutting or polishing.
- In or about any hazardous factory work.
- In or about any plant manufacturing explosives or articles containing explosive components, in the use of transportation of same.
- In or about plants manufacturing iron or steel, ore reduction works, smelters, foundries, forging shops, hot rolling mills or any place in which the heating melting or heat treating of metals is carried on.
- In the operation of machinery used in the cold rolling of heavy metal stock, or in the operation of power-driven punching, shearing, stamping or meta [late pending machines.
- In or about sawmills or lath, shingle, or cooperage stock mills.
- In the operation of power-driven woodworking machines or off bearing from circular saws.
- In the operation of freight elevators or hoisting machines and cranes.
- In spray painting or in occupations involving exposure to lead or its compounds or to dangerous or poisonous dyes or chemicals.
- 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; except as follows:
    A. busboy and kitchen employment, not otherwise prohibited, when in connection with the service of meals at any private club, fraternal organization or veteran's organization shall not be prohibited by this subsection.
    B. this subsection 13 does not apply to employment that is performed on property owned or operated by a park district, as defined in subsection (a) of Section 1-3 of the Park District Code, if the employment is not otherwise prohibited by law.
- In oil refineries, gasoline blending plants or pumping stations on oil transmission lines.
- In operation of laundry, dry cleaning or dying machinery.
- In occupations involving exposure to radioactive substances.
- In or about any filling station or service station.
- In construction work, including demolition and repair.
- In roofing operations.
- In excavating operations.
- In logging operations.
- In public and private utilities and related services.
- In operations in or in connection with slaughtering, meat packing, poultry processing and fish and seafood processing.
- In operations which involve working on an elevated surface, with or without use of equipment, including but not limited to ladders and scaffolds.
- In security positions or any occupation that requires the use or carrying of a firearm or other
- Weapon; or
- In occupations which involve the handling or storage of blood, blood products, body fluids or body tissue.

State Of Illinois, Department Of Labor

Certificate Of Physical Fitness

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

Name _____ Date of Birth _____

Address _____

City _____ State _____ ZIP Code _____

Gender _____ Eye Color _____ Hair Color _____

Name of Employer _____

Address of Employer _____

City _____ State _____ ZIP Code _____

Description of Work Requested:

Remarks: (Physical Fitness for Requested Work):

Name of Examiner _____

Signature of Examiner _____

Date _____

This form is furnished by the Department of Labor, or it may be reproduced.

State Of Illinois, Department Of Labor

Principal's Statement To Issuing Officer

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 hours.

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

Parents' names are:

Father: _____ Mother _____

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 _____

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 DELIVERED TO 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.