

HOW TO OBTAIN A WORK PERMIT

ILLINOIS

Work permits are required for any child under the age of 16 in Illinois.

Hononegah Community High School no longer issues work permits. However, you will be **required** to have a “Principal’s Statement To Issuing Officer” completed prior to obtaining your work permit. This form can be found at www.hononegah.org, click the Student Support Services Tab, FAQ’s, and “How do I obtain a work permit?” The form will need to be turned into the Student Support Services Office along with a current student record request form, which can take up to five business days to process so PLAN AHEAD!

Students may contact other local area Illinois High Schools or the Regional Office of Education in Loves Park to inquire about their process to issue work permits.

For more information on the Child Labor Law.

<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=2418&ChapAct=820%26nbsp%3bILCS%26nbsp%3b205/&ChapterID=68&ChapterName=EMPLOYMENT&ActName=Child+Labor+Law>

WISCONSIN

Work permits are required in Wisconsin until the age of 18.

In order to obtain a workers permit for **work in the state of Wisconsin**, please contact local area Wisconsin High Schools.

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.