

HOW TO OBTAIN A WORK PERMIT

Work permits are required for any child under the age of 16 in Illinois. 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 Frances Bevineau @ Beloit Memorial High School to pick up the application. Please call, 608-361-3029 ahead to confirm when she will be available. Also, the form must be completely filled out including employer section with the signature of future employer.

In order to obtain a workers permit for work within the state of Illinois, please follow the steps listed below.

1. Obtain a job – Permits are issued to a specific job, and are valid for one year.
2. Obtain a letter of intent to employ from the employer on company letterhead with the following information:
 - Company name, contact person, address, and telephone number
 - Description of specific occupation or duties for job
 - Number of hours per day minor will be employed
 - Number of days per week minor will be employed
3. Principal's Statement to Issuing Officer (Must be filled out **PRIOR** to your appointment – this form is filled out by the student's Principal or designee at his/her current school) **HCHS students** – please bring this form to the GCP Office at least one day prior to your appointment
4. Provide evidence of age, ex. a copy of birth certificate
5. Provide a current physical (within the last year, the GCP Office does not maintain medical records, if you need a copy from one of the school offices, please contact that office prior to your appointment)
6. Provide copy of social security card
7. Bring all the above information, along with a parent or guardian, to Guidance Office at Hononegah Community High School. *A parent must be present for the permit to be issued.*

Work permits are issued in the Guidance office, *please call ahead* to confirm an issuing officer is available to issue the permit. Contact the Guidance Office with any questions at 815-624-5012 or via email at tausti@hononegah.org.

Students may also obtain work permits at the Regional Office of Education in Loves Park.

Regional Office of Education
300 Heart Blvd
Loves Park, IL 61111
Phone: 815-636-3060
Web: 4roe.org

Additional information about work permits can be obtained from the Illinois Department of Labor at <http://www.state.il.us/agency/idol/>

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.