

Application for a Work Permit

Items Needed For Verification of Information

1. Copy of Birth Certificate
2. Proof of 2.0 GPA – per State Requirements
3. Copy of Social Security Card
4. Copy of Recent Physical
5. Letter of intent to employ from the prospective employer, signed and filled out by the employer, stating the type of work being performed and the hours to be worked.

Minor's Information

Minor's Full Name: _____

Date of Birth: _____ City & State of Birth: _____

Street Address: _____

City, State, Zip Code: _____

GPA: _____ - Please note the State Requirement is 2.0 to obtain a work permit in Illinois.

Parent/Guardian Consent

Name: _____ Relation: _____

Email: _____ Phone: _____

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.

I give my permission to release any/all medical report information to commensurate with Illinois Revised Statutes, Chapter 48, Section 31.12, sub-section (d) (4), it deems necessary in connection and for the sole purpose of my child/ward obtaining an employment certificate as that term is defined under the Child Labor Laws of the State of Illinois.

Any description of a prior or existing physical condition which may, in the judgment of the school district and/or student's physician, be the basis for limiting the issuance of the employment certificate shall not constitute a violation of any right of a minor student which is guaranteed under the Family Educational Right to Privacy Act.

Signature of Parent/Guardian Date

Verification of Information (For office use only)

Birth Date: _____ Present Age: _____

Birth Certificate Verified Other (Specify) _____

Copy of Physical attached: _____ Copy of Letter of Intent: _____ Social Security Card _____

Information verified by: _____

Staff signature Date

Letter of Employment

Letter of Employment

Employer Information – Please Print

Company Name: _____

Owner/Manager's Name: _____ Phone: _____

Company Address: _____

Type of Business: _____

I intend to hire: _____ as a _____

Name of Prospective Employee

Job Title

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 to 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.

Signed by Employer/Manager _____ Date: _____

ILLINOIS DEPARTMENT OF LABOR

Fair Labor Standards Division

160 North LaSalle Street - Suite C-1300

Chicago, Illinois 60601-3150

WHAT YOU NEED TO KNOW TO COMPLY WITH THE CHILD LABOR LAW

Child Labor Law Information: 312-793-2804 Child Labor Hot Line: 800-645-5784

The Illinois Child Labor Law (820 ILCS 205/1 et seq.) regulates the employment of minors under the age of 16 years of age and requires all minors to have employment certificates.

The Superintendents of Schools or their duly authorized agents issue employment certificates.

HOURLY 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. Daily hours of work may not be before 7:00 AM or after 7:00 PM except between June 1st and Labor Day when working hours may be extended to 9:00 PM.
4. A scheduled meal period of at least thirty (30) minutes must be provided no later than the fifth consecutive hour of work.

Employers of minors must post a schedule stating the hours of work and time of the lunch period. The employer must also furnish any minor she/he intends to employ with a statement describing the specific nature of the work to be performed and the hours and days the minor is to work. The minor must present this statement to his/her school principal when making application for an employment certificate, along with a copy of his/her birth certificate. The minor must be accompanied by a parent or guardian.

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

The Illinois Child Labor Law does not apply to the sale and distribution of magazines and newspapers at hours when the schools of the district are not in session; nor to the employment of a minor outside of school hours in and around a home of an employer when the work is not business related; nor to the work of a minor 13 or more years of age, in caddying at a golf course nor to minors 12 and 13 years of age employed as officials at certain sports activities.

OCCUPATIONS DEEMED HAZARDOUS TO MINORS

Minors under the age of 16 MAY NOT WORK in any of the following Hazardous Occupations:

1. In, about or in conjunction with any public messenger or delivery 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-driven machinery.
2. In the oiling, cleaning or wiping of machinery or shafting;
3. In or about any mine or quarry;
4. In stone cutting or polishing;
5. In or about any hazardous factory work;
6. In or about any plant manufacturing explosives or articles containing explosive components, in the use or transportation of same;
7. 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;
8. 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 metal plate bending machines;
9. In or about sawmills or lath, shingle or cooperage stock mills;
10. In the operation of power driven woodworking machines or off bearing from circular saws;
11. In the operation of freight elevators or hoisting machines and cranes;
12. In spray painting or in occupations involving exposure to lead or its compounds or to dangerous or poisonous dyes or chemicals;
13. 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;
14. In oil refineries, gasoline blending plants or pumping stations on oil transmission lines;
15. In operation of laundry, dry cleaning or dyeing machinery;
16. In occupations involving exposure to radioactive substances;
17. In or about any filling station or service station;
18. In construction work, including demolition and repair;
19. In roofing operations;
20. In excavating operations;
21. In logging operations;
22. In public and private utilities and related services;
23. In operations in or in connection with slaughtering, meat packing, poultry processing and fish and seafood processing.
24. In operations which involve working on an elevated surface, with or without use of equipment, including but not limited to ladders and scaffolds;
25. In security positions or any occupation that requires the use or carrying of a firearm or other weapon, or
26. In occupations which involve the handling or storage of blood, blood products, body fluids or body tissue.

Office employment of 14 and 15 year olds is not prohibited.