

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: _____

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): _____

GPA: _____

Copy of Physical attached: _____

Copy of Letter of Intent: _____

Social Security Card _____

Information verified by: _____

Staff signature

Date

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

Employment Hours and 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.

State of IL General Assembly: EMPLOYMENT (820 ILCS 206/) Child Labor Law of 2024

(820 ILCS 206/15)

Sec. 15. Employment of minors.

(a) A person shall not employ, allow, or permit a minor to work in Illinois unless that work meets the requirements of this Act and any rules adopted under this Act.

(b) A person may employ, allow, or permit a minor 14 or 15 years of age to work outside of school hours, except at work sites prohibited under Section 55, after being issued a certificate authorizing that employment.

(c) A person shall not employ, allow, or permit a minor 13 years of age or younger to work in any occupation or at any work site not explicitly authorized by or exempted from this Act.

(Source: P.A. 103-721, eff. 1-1-25.)

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: _____

Restrictions on the employment of minors

No person shall employ, allow, or permit a minor to work at the following hazardous occupations:

1. in any mechanic's garage, including garage pits, repairing cars, trucks, or other vehicles or using garage lifting racks;
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 any factory work;
6. in or about any plant manufacturing explosives or articles containing explosive components, or 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 other place in which the heating, melting, or heat treatment 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 logging, 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 and repair of freight elevators or hoisting machines and cranes;
12. in spray painting;
13. in occupations involving exposure to lead or its compounds;
14. in occupations involving exposure to acids, dyes, chemicals, dust, gases, vapors, or fumes that are known or suspected to be dangerous to humans;
15. in any occupation subject to the Amusement Ride and Attraction Safety Act;
16. in oil refineries, gasoline blending plants, or pumping stations on oil transmission lines;
17. in the operation of laundry, dry cleaning, or dyeing machinery;
18. in occupations involving exposure to radioactive substances;
19. in or about any filling station or service station, except that this prohibition does not extend to employment within attached convenience stores, food service, or retail establishments;
20. in construction work, including demolition and repair;
21. in any energy generation or transmission service;
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 occupations that require the use or carrying of a firearm or other weapon;
- 26.in occupations which involve the handling or storage of human blood, human blood products, human body fluids, or human body tissues;
- 27.in any mill, cannery, factory, workshop, or coal, brick, or lumber yard;
- 28.any occupation which is prohibited for minors under federal law; or
- 29.in any other occupation or working condition determined by the Director to be hazardous.

No person shall employ, allow, or permit a minor to work at the following prohibited locations:

1. any cannabis business establishment subject to the Cannabis Regulation and Tax Act or Compassionate Use of Medical Cannabis Program Act;
2. any establishment subject to the Live Adult Entertainment Facility Surcharge Act;
3. any firearm range or gun range used for discharging a firearm in a sporting event, for practice or instruction in the use of a firearm, or the testing of a firearm;
4. any establishment in which items containing alcohol for consumption are manufactured, distilled, brewed, or bottled;
5. any establishment where the primary activity is the sale of alcohol or tobacco;
6. an establishment operated by any holder of an owners license subject to the Illinois Gambling Act; or any other establishment which State or federal law prohibits minors from entering or patronizing.

Additional restrictions include:

1. An employer shall not allow minors to draw, mix, pour, or serve any item containing alcohol or otherwise handle any open containers of alcohol. An employer shall make reasonable efforts to ensure that minors are unable to access alcohol.
2. An employer may allow minors aged 14 and 15 to work in retail stores, except that an employer shall not allow minors to handle or be able to access any goods or products which are illegal for minors to purchase or possess.
3. No person shall employ, allow, or permit an unlicensed minor to perform work in the practice of barber, cosmetology, esthetics, hair braiding, and nail technology services requiring a license under the Barber, Cosmetology, Esthetics, Hair Braiding, and Nail Technology Act of 1985, except for students enrolled in a school and performing barber, cosmetology, esthetics, hair braiding, and nail technology services in accordance with that Act and rules adopted under that Act.
4. A person may employ, allow, or permit a minor to perform office or administrative support work that does not expose the minor to the work prohibited in this Section.