



GOT A JOB?

STEPS FOR GETTING A WORK PERMIT:

1. Obtain a job offer from an employer

For 14 and 15 year olds: (if you are 16 or over see below)

2. Ask the employer to complete a promise of employment form – available in the Superintendent’s Office
3. Return the promise of employment form to the Superintendent’s Office for an Employee Permit – information required listed below.

For 16 and 17 year olds:

1. Ask for an Educational Certificate from the Superintendent’s Office – information required listed below.

You will need the following:

1. Your date of birth
2. Your place of birth (town/state)
3. Evidence of your age (birth certificate, driver’s license or permit, passport)
4. Address of employer

You may go to the Superintendent’s Office before school, after school, or during your lunch period.