

## Illinois Work Permit

An Illinois Work Permit protects teenagers' safety while ensuring teens don't neglect their education while working. Teenagers may work at the age of 14 or 15, but there are restrictions on the hours and duties teens can perform. To work at the age of 14 or 15, teens must obtain an Employment Certificate from their school. Once teens turn 16, they no longer need a work permit. Further information about work permits are on page two of this packet.

### Instructions

1. Have your new employer complete the "Statement of Prospective Employer" form. This serves as a *Letter of Intent to Hire* from your new employer and should list the hours you will be working and the duties you will be performing.
2. Work permits are required for 14 and 15 year olds. Please note that students under 16 may not work:
  - More than 3 hours on school days
  - More than 24 hours during school weeks.
  - More than 8 hours on a non-school day
  - More than 6 days a week
  - More than 48 hours in a week during summer
  - Allowed hours of work are between 7:00 am and 7:00 pm (except during summer when working hours may be extended to 9:00 pm)
3. Students must bring the completed "Statement of Prospective Employer" form along with the school record form to the appropriate office. Both forms must have your parent's signature.
4. The appropriate office will review the "Statement of Prospective Employer" form to ensure that all components of your employment fall within the work permit guidelines.
5. Students' physical examination and documented proof of age (i.e. birth certificate) must both be on file with the school.
6. Upon approval, an employment certificate is issued.
7. Give this certificate to your new employer.
8. Enjoy your new job!



### Statement of Prospective Employer

\_\_\_\_\_ expects to give employment to \_\_\_\_\_  
(Company) (Student First & Last Name)

as \_\_\_\_\_ for \_\_\_\_\_ hours per day and \_\_\_\_\_ days a week, upon receipt  
(Job title / type of job)

of work permit certificate as required by State of Illinois law.

Company name \_\_\_\_\_

Company address \_\_\_\_\_

Company phone \_\_\_\_\_

Describe type of business (i.e. restaurant, grocery store, etc.) \_\_\_\_\_

\_\_\_\_\_  
Signature of owner / manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of prospective employee (student)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of parent / guardian of student

\_\_\_\_\_  
Date



### School Record Form for Work Permit

Name of Parent / Guardian \_\_\_\_\_

Address of Parent / Guardian \_\_\_\_\_

Parent / Guardian Phone \_\_\_\_\_

Name of Minor \_\_\_\_\_

Birthplace of Minor \_\_\_\_\_

Town State County

Date of Birth \_\_\_\_\_

\_\_\_\_\_  
Signature of minor (student)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of parent / guardian of minor

\_\_\_\_\_  
Date

This certificate must be retained by the official issuing the employment certificate. School records should be issued only when a child presents a statement by a prospective employer duly filled out as required by law.