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## Application for a Work Permit

**Please Bring Items with You When You Come In**

1. \_\_\_\_ This Application for a Work Permit.
  2. \_\_\_\_ Birth Certificate
  3. \_\_\_\_ Statement by Prospective Employer (must include Minor's work description, specific work hours & Manager contact info)
  4. \_\_\_\_ Recent Physical Exam (must be dated within 1 year of application)
  5. \_\_\_\_ Principal's Statement (required if working at all during the school year (September 1 through June 1))
- **Please note that the minor must be present with the parent or guardian when application materials are submitted in person. This is a requirement under section 205/12 of the Child Labor Law.**

### **Student Information**

Minor's Name: \_\_\_\_\_

Minor's Social Security Number (required): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### **Employer Information**

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Type of Business: \_\_\_\_\_

### **Consent of Parent or Guardian**

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.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

#### **Business Office**

105 North E Street Phone: (309) 734-6822  
Monmouth IL, 61462 Fax: (309) 734-2452

#### **Galesburg Office**

121 S. Prairie Street Phone: (309) 345- 3828  
Galesburg IL 61401 Fax: (309) 345-6735



Regional Office Of  
**EDUCATION**  
HENDERSON, KNOX, MERCER AND WARREN COUNTIES

### Required Procedures For Teens

1. "Letter of intent to hire" must be obtained from all prospective employers. The letter must outline hours worked.
2. Teen and parent or guardian must bring this letter to an issuing officer at minor's school or school district to obtain the required work permit.
3. The issuing officer will review criteria and verify safety before issuing the work permit.

### Required Procedures For Employers

1. Employers are prohibited from hiring teens under 16 years of age who fail to present an approved work permit.
2. Employers who employ teens without having a work permit on the premises are subject to fines by the Department.

### 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 and 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.

### Exemptions

The Child Labor Law does not apply to the following:

- Sale and distribution of magazines and newspapers at hours when the school of the district are not in session;