

## WORK PERMIT APPLICATION

### **Work Permits Issuance by Appointment Only.**

1. **Original Birth Certificate** (proof of minor's age)
2. **Letter of Intent of Employer** (must include Minor's specific work hours & Manager contact info)
3. **Current Physical Exam - Doctor Note NOT Accepted** (dated within one year of the date you are applying for work permit)
4. **Principal's Statement the child's in active and good standing academically - must be on school letterhead** (waived during summer months when school is not in session)
5. **Work Permit Application Form** (Parent Signature Approving Child's Employment on back)
6. **Statement Parent Approves of Child's Employment** (Parent must sign approval statement in presence of ROE issuing officer)
7. **State ID or Valid Drivers License of Parent/Guardian**
- \*8. **MODEL/ACTOR needs all the above plus a COOGAN ACCOUNT/UTMA ACCOUNT (TRUST FUND)** (waived for background work)

**Please note that the minor must be present with parent/guardian when application materials are submitted in person. This is a requirement under section 205/12 of the Child Labor Law.**

### **Minor/Child Information**

DOB: \_\_\_\_\_

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

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

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

### **Parent/Guardian Contact Information**

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

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

### **Employer Information**

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

Business Address (No P.O. Box): \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

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

Type of Business: \_\_\_\_\_ Minor's Job Title: \_\_\_\_\_



See Back For Parent/Guardian Consent

AMBER QUIRK  
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DuPage County Schools

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Parent/Guardian Consent:

*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: \_\_\_\_\_

Printed Name of Parent/Guardian:\_\_\_\_\_

**(Must be signed in the presence of the issuing officer)**