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Application for a Work Permit

1. ___ Social Security card
2. ___ Birth Certificate
3. ___ Letter of Intent of Employer (must also include Minor's specific work hours & Manager contact info)
4. ___ Current 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)
6. ___ Child performer in an artistic or creative service have a Trust Fund set up in the child's name where 15% of their gross earnings will be deposited

- **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: _____

State Of Illinois, Department Of Labor

Certificate Of Physical Fitness

Required by Section 12 of the Child Labor Law, 820 ILCS 205/1-22

Name _____ Date of Birth _____

Address _____

City _____ State _____ ZIP Code _____

Gender _____ Eye Color _____ Hair Color _____

Name of Employer _____

Address of Employer _____

City _____ State _____ ZIP Code _____

Description of Work Requested:

Remarks: (Physical Fitness for Requested Work):

Name of Examiner _____

Signature of Examiner _____

Date _____

State Of Illinois, Department Of Labor

Principal's Statement To Issuing Officer

Required by Section 12 of the Child Labor Law, 820 ILCS 205/1-22

Date _____ Name of School _____

This is to certify that the undersigned has interviewed _____
residing at _____ and that
said minor requests that an employment certificate be issued permitting employment outside
of school hours.

The school records disclose that above-named minor was born _____ and has
completed the _____ Grade. He or she is in school from _____ AM to _____ PM
with _____ hour for lunch.

Parents' names are:

Father: _____ Mother _____

According to the school records, above-named minor is making satisfactory progress; therefore,
I recommend an employment certificate be issued for present employment.

Principal _____ By _____

**MINOR, PLEASE NOTE: EMPLOYMENT CERTIFICATES ARE ISSUED BY CITY AND COUNTY
SUPERINTENDENTS OF SCHOOLS OR THEIR DULY AUTHORIZED AGENTS IN EACH SCHOOL DISTRICT.**

**NOTE: THIS IS NOT AN EMPLOYMENT CERTIFICATE BUT SHOULD BE DELIVERED TO THE ISSUING
OFFICER WHO WILL ISSUE NECESSARY CERTIFICATE AS REQUIRED BY LAW. THIS FORM MAY BE
REPRODUCED BY LOCAL SCHOOL AUTHORITIES AND ADDITIONAL INFORMATION ADDED IF NECESSARY
TO MEET LOCAL CONDITIONS.**