

GLENBROOK NORTH HIGH SCHOOL
APPLICATION FOR ILLINOIS WORK PERMIT

Minors under the age of 16 who wish to work in Illinois must obtain an Employment Certificate. The minor must first find a job and have the prospective employer fill out the *Employer's Statement of Intention to Employ Minor* form or give you a *letter of intention to employ* on their letterhead stationery, which must describe your occupation or duties, the number of hours per day and hours per week you will be working.

The following materials must be submitted to the Glenbrook North High School issuing officer along with this application:

- Employer's Statement of Intention to Employ form or letter of intention to employ
- Birth certificate, baptismal certificate or passport as evidence of age
- Copy of a current physical (issued within the last twelve months) or a doctor's note stating that you are physically fit to work
- *School-age minors who live within the district but **do not** attend Glenbrook North H.S. also need to have a statement signed by their school Principal (or copy of current report card) verifying they are making satisfactory academic progress to work part-time during the school term.*

IN ACCORDANCE WITH THE STATE OF ILLINOIS GUIDELINES, THIS APPLICATION SHALL BE SUBMITTED IN PERSON BY THE MINOR DESIRING EMPLOYMENT. THE MINOR SHALL BE ACCOMPANIED BY HIS OR HER PARENT, GUARDIAN, OR CUSTODIAN.

Please Print

Date: _____

Name of Minor: _____

Address: _____

City/State: _____ Zip code: _____

Contact Phone #: _____ Contact Email: _____

CONSENT OF PARENT OR GUARDIAN

I hereby give my consent to my child/ward to engage in part-time employment at _____ and agree to comply with the stated regulations and laws applicable to the specific type of employment for which this application is being submitted.

I give Northfield Township High School District 225 permission to release any/all medical report information commensurate with IL Revised Statutes, Chapter 48, Section 31.12, sub-section (d) (4), it deems necessary in connection and for the sole purpose of my child or ward obtaining an employment certificate as that term is defined under the Child Labor Laws of the State of Illinois.

Any description of a prior or existing physical condition which may in the judgment of the School District and/or child's physician be the basis for limiting the issuance of the employment certificate shall not constitute a violation of any right of a student which is guaranteed under the Family Educational Right to Privacy Act.

Signature of Parent/Guardian

Date

Employment Certificates are issued during school day hours 7:30 a.m. -3:30 p.m.

EMPLOYER'S STATEMENT OF INTENTION TO EMPLOY MINOR

Name of Company/Agency: _____

Address of Company/Agency: _____

City/State: _____ Zip Code: _____

Phone #: _____ Type of Industry: _____

Name of Minor to employ: _____

Minor's occupation and description of the work they will be performing (required):

*Minor will work _____ hours per school day, _____ hours per school week

*Minor will work _____ hours per day, _____ hours per week when school is NOT in session.

Summer work only? YES NO

Is alcohol served? YES NO

Name and Title of Company/Agency Official

Signature of Company/Agency Official Date

***Per State of Illinois Child Labor Laws, 14 and 15 year old minors may NOT work:**

- More than 3 hours per day or more than 24 hours per week when school is in session
- More than 8 hours per day, more than 6 consecutive days per week, or more than 48 hours in a week when school is NOT in session
- Between the hours of 7 pm and 7 am (9 pm and 7 am June 1 through Labor Day)

(820 ILCS 205/) Illinois Child Labor Law - Illinois Department of Labor (312) 793-2804