

Application for Issuance of Employment Certificate (Work Permit)

Student Information

Name:		DOB:	
Address:		SSN:	
Phone:		School:	

Parent/Guardian Statement

As parent or guardian of the above named minor, I affirm that I have read the rules & regulations set forth by the Illinois Department of Labor concerning the employment of a minor child & hereby agree to ensure the minor child complies with the rules & regulations that govern his/her employment.

Signature:		Date:	
Print:			

Employer's Statement of Intent to Employ

This section is to be completed by the employer (not the student).

Company Name:		Telephone #:	
Address:		Type of Business:	
Student's Job Title & Description of Duties:			
	The student will work _____ school days per week, _____ hours per day. The student will work _____ non-school days per week, _____ hours per day. The student will not work before 7:00am or after 7:00pm (9:00pm June - Labor Day) Summer work only? _____ YES _____ NO Alcohol served? _____ YES _____ NO		
Supervisor's Signature, Title, and Date:			

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 _____

Sex _____ 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. The minor is in school from _____ AM to _____ PM
with _____ hour for lunch.

Parents' names are:

Parents/Legal Guardians: _____

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.**