

Work Permit Requirements & Information

Work Permits are Issued to HPHS Students Only

Step 1: Get Hired! You need to get the job first!

Your employer will need to provide you with a letter of intent.

The letter of intent should be on the Employer's Letterhead and will need to include the employee's job description, EXACT number of workdays/ number of hours per day, and the employer Signature.

Step 2: Gather all of the required documents listed below:

1. Letter of Intent
2. Copy of physical form (Health Services A-132) during school office hours only or a Physician's Letter
3. Copy of birth certificate, passport, or baptism certificate
4. Completed Work Permit Application and signed by parent/guardian

Step 3: Parent/guardian please email Ms. Maravilla to state that you are giving your child permission to obtain a work permit from HPHS.

Step 4: Student please email Ms. Maravilla at bmaravilla@dist113.org to schedule a 10 minute appointment (A parent/guardian does not have to be present since permission has been given via email)

Work Permits will be issued Remotely During the Summer ONLY!

Contact Ms. Sujey Gomez at sgomez@dist113.org

PLEASE NOTE:

- Work permits are issued at Highland Park High School as a service to students.
- All requirements are state mandates.
- Employment certificates cannot be issued to minors 0 months through 13 years of age unless the minor will be employed as a model pursuant to Section 250.260 of the Child Labor Law .
- Work permits are valid for 1 year and for 1 employer only

State of Illinois Child Labor Hour Restrictions (820 ILCS 205/3):

A 14 or 15 year old minors may **NOT** work:

- before 7 a.m.
- after 7 p.m. between Labor Day and June 1
- after 9 p.m. June 1 through Labor Day
- more than 8 hours on non-school days
- more than 3 hours on school days
- more than 24 hours during school weeks
- more than 48 hours during non-school weeks
- more than six days per week