

WORK PERMIT APPLICATION STEPS

Please follow the steps below to fill out the attached application in order to obtain a Work Experience work permit. Be sure to get your work permit immediately; don't waste any time because your employer could be fined \$500!

PLEASE NOTE! Besides completing the green application, be sure to have your parent, your employer, and you sign the “**Work Permit Contract**” that is attached to the green work permit application. On the green application, you must:

- a. Complete the *Student Section* of the application.
- b. **IMPORTANT!** Do this step before you take the application to your employer. Take the application to the *Attendance Office* and have the attendance clerk complete the *School Section* verifying your enrollment, proof of age, GPA, attendance, and discipline record.
- c. Have your employer complete the *Employer Section* verifying Workers' Compensation Insurance, hourly wage, and hours of work.
- d. Have your parents sign the application.
- e. Return the application to the Attendance Office for processing. This might take a day or two to process the work permit.
- f. Return to the Attendance Office and *pick up the actual work permit*. You must sign the work permit and *immediately take the work permit to your employer*. If your employer does not have your work permit at his/her business, he or she could be fined \$500. Also, please *have the Attendance Clerk sign your white Work Experience application (also in this packet) verifying that you did obtain a work permit*.