

EMPLOYMENT CERTIFICATE APPLICATION FORM

The Work Permit Is ONLY Issued and VALID for Students 15 year olds and younger
as the Illinois Department of Child Labor Law

Date: _____ Name of Student: _____ Male /Female

Address: _____

City State Zip

Phone: _____ Social Security # _____

**COPIES OF THE APPLICANT'S BIRTH CERTIFICATE AND SOCIAL SECURITY CARD MUST
ACCOMPANY THIS APPLICATION FOR IT TO BE PROCESSED**

.....
PARENT (S): I have read the statement from the employer below and give my son/daughter permission to work in
his/her establishment.

Parent Name (Print): _____ Parent Signature: _____

Parent Address: _____

Phone # _____ Date: _____

.....
EMPLOYER: (Please fill in the following information or submit a letter on company letterhead including the same
information. Including date of employment)

I agree to employ the above named student.

Type of work to be done: _____

Position: _____ Hours per day/week _____

Name and Place of employment: _____

Anticipated date of employment: _____

Address: _____

City State Zip

Employer's Name (Print): _____

Signature of Employer _____ Phone# _____

.....
**NOTE: STUDENTS WITH OUT A CURRENT PHYSICAL (WITHIN THE LAST CALENDAR YEAR) ON
FILE AT DISTRICT 303. MUST ATTACH A CURRENT PHYSICAL FOR THE APPLICATION TO BE
PROCESSED**

Got a Job? Get a Permit!

To protect the safety of Illinois teenagers, and place a priority on their education, minors age 14 or 15 may work, but not without first obtaining an Employment Certificate from their local high school or school administration office.

It's the Law.

Homework done?

You may work:

During the school year:

- ✓ between 7 AM and 7 PM
- ✓ up to 3 hours per school day but not more than 8 hours per day when school & work hours are combined
- ✓ up to 8 hours on a non-school day
- ✓ up to 24 hours a week, but not more than six consecutive days

During summer break June 1st through Labor day:

- ✓ between 7 AM and 9 PM
- ✓ up to 48 hours a week, but not more than six consecutive days

Exceptions:

Most work for persons in their private homes, such as baby-sitting and yard work.

Minors may sell and distribute magazines and newspapers, and/or engage in agriculture pursuits outside of school hours and 13 year olds can work as golf caddies.

The Procedure

For Teens – It's A, B, C

- A. When you find a job, you need a “letter of intent to hire” from the prospective employer. It must outline the hours you will be working and what you will be doing.**
- B. You, and your parent or guardian, must take this letter to your School and request to see the issuing officer for an Employment Certificate.**
- C. The issuing officer will review for safety and check for conflicts with your school schedule. If everything is okay, you'll be issued an employment certificate to give to your new employer.**

For Employers – It's Simple!

No employment certificate from a teen under age 16 means
NO WORK!

Employers who work 14 or 15 year old teens without having a work permit on the premises, are subject to fines by the Illinois Department of Labor. Children under age 14 are not employable. (see Exceptions above)

Ages 16 to 19

If your employer requires “proof of age” from you, the issuing officer mentioned in Step B above can provide you with a Proof of Age Certificate.

Safety First -- Common Prohibited Occupations

Work is prohibited IN ANY CAPACITY:

- ◆ **On premises where liquor is served.**
- ◆ **Occupations at filling or service stations, including the retail portion thereof.**
- ◆ **Occupations requiring the use of power-driven machinery.**
- ◆ **Most occupations in logging and saw milling.**
- ◆ **Any occupation in construction, including demolition and repair.**
- ◆ **Occupations involving the use of ladders, scaffolds, or their substitutes.**
- ◆ **Occupations involving contact with moving vehicles.**
- ◆ **Occupations involving laundry, dry-cleaning or rug cleaning equipment.**
- ◆ **For a complete list please refer to the Child Labor Law, 820 ILCS 205/1-22.**

ILLINOIS DEPARTMENT OF LABOR

Fair Labor Standards Division
160 North LaSalle Street - Suite C-1300
Chicago, Illinois 60601-3150

WHAT YOU NEED TO KNOW TO COMPLY WITH THE CHILD LABOR LAW

Child Labor Law Information: 312-793-2804 Child Labor Hot Line: 800-645-5784

The Illinois Child Labor Law (820 ILCS 205/1 et seq.) regulates the employment of minors under the age of 16 years of age and requires all minors to have employment certificates.

The Superintendents of Schools or their duly authorized agents issue employment certificates.

HOOR RESTRICTIONS

1. When school is in session, children 14 and 15 years of age may work:
 - Up to 3 hours per day;
 - Up to 24 hours per week, and
 - The combined hours of school and work may not exceed 8 hours per day.
2. When school is NOT in session (including summer vacations, holidays and weekends), children under the age of 16 may NOT work.
 - More than 8 hours per day;
 - More than 6 days per week; nor
 - More than 48 hours per week.
3. Daily hours of work may not be before 7:00 AM or after 7:00 PM except between June 1st and Labor Day when working hours may be extended to 9:00 PM.
4. A scheduled meal period of at least thirty (30) minutes must be provided no later than the fifth consecutive hour of work.

Employers of minors must post a schedule stating the hours of work and time of the lunch period. The employer must also furnish any minor she/he intends to employ with a statement describing the specific nature of the work to be performed and the hours and days the minor is to work. The minor must present this statement to his/her school principal when making application for an employment certificate, along with a copy of his/her birth certificate. The minor must be accompanied by a parent or guardian.

When both the Illinois Child Labor Law and the Fair Labor Standards Act child labor provisions cover an establishment, the stricter of the two laws will prevail.

The Illinois Child Labor Law does not apply to the sale and distribution of magazines and newspapers at hours when the schools of the district are not in session; nor to the employment of a minor outside of school hours in and around a home of an employer when the work is not business related; nor to the work of a minor 13 or more years of age, in caddying at a golf course nor to minors 12 and 13 years of age employed as officials at certain sports activities.

OCCUPATIONS DEEMED HAZARDOUS TO MINORS

Minors under the age of 16 MAY NOT WORK in any of the following Hazardous Occupations:

1. In, about or in conjunction with any public messenger or delivery service, bowling alley, pool room, billiard room, skating rink (except an ice skating rink owned and operated by a school or unit of local government); exhibition park or place of amusement, garage or as a bell boy in any hotel or rooming house or about or in connection with power-driven machinery.
2. In the oiling, cleaning or wiping of machinery or shafting;
3. In or about any mine or quarry;
4. In stone cutting or polishing;
5. In or about any hazardous factory work;
6. In or about any plant manufacturing explosives or articles containing explosive components, in the use or transportation of same;
7. In or about plants manufacturing iron or steel, ore reduction works, smelters, foundries, forging shops, hot rolling mills or any place in which the heating, melting or heat treating of metals is carried on;
8. In the operation of machinery used in the cold rolling of heavy metal stock, or in the operation of power-driven punching, shearing, stamping or metal plate pending machines;
9. In or about sawmills or lath, shingle or cooperage stock mills;
10. In the operation of power driven woodworking machines or off bearing from circular saws;
11. In the operation of freight elevators or hoisting machines and cranes;
12. In spray painting or in occupations involving exposure to lead or its compounds or to dangerous or poisonous dyes or chemicals;
13. In any place or establishment in which intoxicating alcoholic liquors are served or sold for consumption on the premises, or in which such liquors are manufactured or bottled; except as follows: (A) busboy and kitchen employment, not otherwise prohibited, when in connection with the service of meals at any private club, fraternal organization or veteran's organization shall not be prohibited by this subsection; (B) this subsection 13 does not apply to employment that is performed on property owned or operated by a park district, as defined in subsection (a) of Section 1-3 of the Park District Code, if the employment is not otherwise prohibited by law;
14. In oil refineries, gasoline blending plants or pumping stations on oil transmission lines;
15. In operation of laundry, dry cleaning or dyeing machinery;
16. In occupations involving exposure to radioactive substances;
17. In or about any filling station or service station;
18. In construction work, including demolition and repair;
19. In roofing operations;
20. In excavating operations;
21. In logging operations;
22. In public and private utilities and related services;
23. In operations in or in connection with slaughtering, meat packing, poultry processing and fish and seafood processing.
24. In operations which involve working on an elevated surface, with or without use of equipment, including but not limited to ladders and scaffolds;
25. In security positions or any occupation that requires the use or carrying of a firearm or other weapon, or
26. In occupations which involve the handling or storage of blood, blood products, body fluids or body tissue.

Office employment of 14 and 15 year olds is not prohibited.

WORK PERMIT AND AGE CERTIFICATE REQUIREMENTS

WORK PERMITS are issued to minors 0 months through 15 years.

Employment certificates cannot be issued to minors 0 months through 13 years of age unless the minor will be employed as a model (Section 250.260 of the Child Labor Law)

1. **A WRITTEN APPLICATION MUST BE COMPLETED** in order to obtain a work permit for a minor and is required under section 205/12 of the Illinois Child Labor Law.
2. **THE PARENT/GUARDIAN MUST BE PRESENT** when you are issuing a work permit to someone 15 years of age or younger. The parent/guardian's presence at the time the application is filed is required under section 205/12. Of the Illinois Child Labor Law.
3. **THE MINOR CHILD MUST BE PRESENT** when you issuing a work permit. The parent may not come in without the minor child to obtain a work permit for the minor child.
4. **YOU MUST HAVE THE MINOR CHILD'S SOCIAL SECURITY NUMBER** We do not number work permit forms. Instead of permit numbers, we will now use the minor's social security number.
5. **ITEMS NEEDED FOR VERIFICATION BEFORE A WORK PERMIT CAN BE ISSUED:**
 - a. A statement of intention to employ signed by the prospective employer listing the nature of the occupation in which he intends to employ the minor. The exact hours of the day and number of hours per day and days per week must be listed.
 - b. Verification of age, proven by:
 - i. Birth Certificate furnished by the State/County or a signed statement of the recorded date and place of birth issued by a registrar of vital records **OR** Passport **OR** Certificate of baptism duly certified showing the date of birth and place of baptism of the child.
 - c. Phone Number & Current Address
 - d. Social Security Card
 - e. Physical date within one year of the date the minor is applying
 - f. The pink principal form verifying that the minor is making satisfactory academic progress to work part time. Can be issued on school letterhead and signed by the principal. (ONLY REQUIRED DURING SCHOOL YEAR)
6. **WHAT TO DO WHEN YOU RECEIVE THE SIGNED WORK PERMIT FORM:**
 - a. Yellow copy for the employer (THIS IS THE ONLY COPY THAT COMES TO ME)
 - b. Blue copy for the Department of Labor
 - c. Green copy retained with the application & supporting back up for your records
 - d. Pink copy for the parent's records.
 - e. Mail the Blue copy to:

Illinois Department of Labor
State of Illinois Building
Attn: Child Labor Enforcement
160 North LaSalle St., Ste #1300
Chicago, IL 60601-3150

CERTIFICATE OF AGE

A certificate of age is only issued to persons between the ages of 16 and 20 years old. This is not a work permit, but only certifies his/her age and can be issued to anyone 16-20 years of age upon request.

IL DEPT OF LABOR FORMS MUST BE USED; OTHER FORMS WILL NOT BE ACCEPTED!!!

*** PLEASE ALLOW UP TO SEVEN DAYS FOR PROCESSING ***