Minor Work Permit Application

Date of Application

Child Labor Law Compliance

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

Required Documentation needed to apply for a Work Permit

- ☐ Letter of Intent to Employ from the prospective employer
- ☐ Certified Birth Certificate
- ☐ Social Security Card
- ☐ Valid Driver's License or state issued ID of Parent/Guardian
- ☐ Physical dated within one year of the date you are applying for the work permit
- ☐ Principal statement verifying minor is receiving satisfactory academic progress to work part time. (This is only required during the school year)

Minor's Information

First Name | Middle Name | Last Name

☐ Male ☐ Female
Sex

Date of Birth

Street Address

City | State | Zip | ( ) Telephone

Employer's Information

Business Name

Street Address

City | State | Zip | ( ) Telephone

Occupation of Minor

CONSENT of PARENT or GUARDIAN

I hereby give my consent to my child/ward to engage in part-time employment with the employer indicated on this application, 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 my permission to release any/all medical report information to commensurate with Illinois Revised Statutes, Chapter 48, Section 31.12, sub-section (d) (4), it deems necessary in connection and for the sole purpose of my child/ward obtaining an employment certificate as the 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 student's physician, be the basis for limiting the issuance of the employment certificate shall not constitute a violation of any right of a minor student which is guaranteed under the Family Educational Right to Privacy Act.

Print Name | Signature of Parent/Guardian

Parent/Guardian email address | Date

After you have found a job, bring all of the required documents to an issuing officer at the Carlinville or Jerseyville ROE along with a parent / guardian. Be sure to give us a call prior to coming to verify that there will be an authorized agent available to assist you with the permit.

NOTE: *The minor and the parent/guardian's presence at the time of the application are required under section 205/12 of the Illinois Child Labor Law.*

ROE # 40 locations:

227 East 1st South St.
Carlinville, IL 62626
Phone # (217) 854-4016

201 W. Exchange St.
Jerseyville, IL 62052
Phone # (618) 498-5541