

Work Permit Information

1. Student must be at least 14 in order to get a Work Permit.
2. The student must have been promised/guaranteed a job. In other words, the student **MUST** have secured a job **BEFORE** seeking a Work Permit.
3. The student is given the Application for Employment Certificate. This form must be completed by the parent(s), employer, and doctor.
4. Student must present Proof of Birth. This can be in the form of a Birth Certificate, Driver's Permit / License, Baptismal Certificate, Passport, Affidavit of parent or guardian accompanied by physician's statement (notarized) of opinion as to the age of the student.
5. A parent must come to the Main Office and sign the "Work Permits" book.
6. Once all of the above steps are completed, the student must bring back to the Main Office the Employment Certificate. At that point, the actual Work Permit will be issued.