

APPLICATION FOR WORK PERMIT

(Student under 16 years but 14 years of age at time of issuance)

NAME _____ SOCIAL SECURITY NO. _____ - _____ - _____

ADDRESS _____ CITY _____

STATEMENT BY PROSPECTIVE EMPLOYER

I would like to employ _____ He/she will work as _____
(Job description)

for _____ on school days and _____ on weekends. Summer work only? Yes No
(Hours) (Hours) Is Liquor served? Yes No

EMPLOYERS SIGNATURE _____

FIRM NAME _____

ADDRESS _____

CITY & ZIP CODE _____

NOTE: Students attending school are allowed to work 3 hours on school days and not after 7:00 p.m., and 8 hours on either Saturday or Sunday. The above named student shall not engage in any activity prohibited by any statute or rule or regulations of the Department of Labor in regard to the Child Labor Laws of this State.

CONSENT OF PARENT OR GUARDIAN

I hereby give my consent to my son/daughter or ward to engage in part-time employment at the above mentioned firm and agree to comply with the state regulations and laws applicable to the specific type of employment for which this application is being submitted.

I give Arlington Heights School District 25 permission to release any and all medical report information 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 or ward obtaining an employment certificate as that 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 issue of the employment certificate, shall not constitute a violation of any right of a student which is guaranteed under the Family Educational Right to Privacy Act.

(Signature of Parent/Guardian)

DATE _____ NAME OF SCHOOL _____

This is to certify that the undersigned has interviewed _____ residing at _____
(Name of Minor)

_____ And that said minor requests that an employment certificate be issued
(Address of Minor)

permitting employment outside of school hours. The school records disclose that above-named minor was born _____, 19____ and has completed the _____. He or she is in school from _____ A.M. to _____
(Last Grade)

P.M. with _____ hour for lunch. Parents' names are:

(Father)

(Mother)

According to the school records, above-named minor is making satisfactory progress: therefore, I recommend an employment certificate be issued for present employment.

PRINCIPAL _____

BY _____

PLEASE BRING BIRTH CERTIFICATE WITH THIS FORM IN ORDER TO SECURE WORK PERMIT.

GIVING INCORRECT OR IMPROPER INFORMATION ON THIS FORM SHALL CONSTITUTE A CLASS 'C' MISDEMEANOR PURSUANT TO THE LAWS OF THE STATE OF ILLINOIS.

OVER

**STATE OF ILLINOIS
DEPARTMENT OF LABOR
CERTIFICATE OF PHYSICAL FITNESS
Required by Section 12 of the Child Labor Law, 820 ILCS 205/1-22**

Name _____ Address _____

City _____ State _____ Zip _____ Date of Birth _____

Sex _____ Color of Eyes _____ Color of Hair _____

Name of Employer _____

Address of Employer _____

Description of Work Requested _____

Remarks: (Physical Fitness for Requested Work) _____

Name of Examiner Signature of Examiner Date

IL 452-0099 (6/95)

This form is furnished by the Department of Labor, or may be reproduced.

(A copy of an official physical exam may be accepted in lieu of above form if said physical examination was performed within one year of application for work permit.)

Signature of the Minor is Required When Permit Is Issued

205/12. Requirements for certificates

§12. The person authorized to issue employment certificates shall issue a certificate only after examining and approving the written application and other papers required under this Section. The application shall be signed by the applicant's parent or legal guardian. The application shall be submitted in person by the minor desiring employment. The minor shall be accompanied by his or her parent, guardian, or custodian. The following papers shall be submitted with the application:

1. A statement of intention to employ signed by the prospective employer, or by someone duly authorized by him, setting forth the specific nature of the occupation in which he intends to employ such minor and the exact hours of the day and number of hours per day and days per week during which the minor shall be employed.
2. Evidence of age showing that the minor is of the age required by this Act, which evidence shall be documentary, and shall be required in the order designated, as follows:
 - a. a birth certificate or transcript thereof furnished by the State or County or a signed statement of the recorded date and place of birth issued by a registrar of vital records, or other officer charged with the duty of recording births, such registration having been completed within ten years after the date of birth;
 - b. a certificate of baptism, or transcript thereof, duly certified, showing the date of birth and place of baptism of the child;
 - c. other documentary proof of age (other than a school record or an affidavit of age) such as a bona fide record of the date and place of the child's birth, kept in the Bible in which the records of births, marriages and deaths in the family of the child are preserved; a certificate of confirmation or other church ceremony at least one year old, showing the age of the child and the date and place of such confirmation or ceremony; or certificate of arrival in the United States, issued by the United States Immigration Officer, showing the age of the child; or a life insurance policy at least one year old showing the age of the child;
 - d. If none of the proofs of age described in items a, b, and c are obtainable, and only in that case, the issuing officer may accept a certificate signed by a physician, who shall be a public health officer or a public school physician, stating that he has examined the child and that in his opinion the child is at least of the age required by this Act. The certificate shall show the height and weight of the child, the condition of the child's teeth and any other facts concerning the child's physical development revealed by the examination and upon which his opinion as to the child's age is based, and shall be accompanied by a school record of age.
3. A statement on a form approved by the Department of Labor and signed by the principal of the school that the minor attends, or during school holidays when the principal is not available, then by the regional superintendent of schools or by a person designated by him for that purpose, showing the minor's name, address, social security number, grade last completed, and names of his parents, provided that the statement shall be required only in the case of a minor who is employed on school days outside school hours, or on Saturdays or other school holidays during the school term.
4. A statement of physical fitness signed by a public health or public school physician who has examined the minor, certifying that the minor is physically fit to be employed in all legal occupations under limitations specified. If the statement of physical fitness is limited, the employment certificate issued thereon shall state clearly the limitations upon its use, and shall be valid only when used under the limitations so stated.

In any case where the physician shall deem it advisable he may issue a certificate of physical fitness for a specified period of time, at the expiration of which the person for whom it was issued shall appear and be re-examined before being permitted to continue work.

Examinations shall be made in accordance with the standards and procedures prescribed by the State Director of the Department of Labor, in consultation with the State Director of the Department of Public Health and the State Superintendent of Education, and shall be recorded on a form furnished by the Department of Labor. When made by public health or public school physicians, the examination shall be made without charge to the minor. In case a public health or public school physician is not available, a statement from a private physician who has examined the minor may be accepted, provided that the examination is made in accordance with standards and procedures established by the Department of Labor.

If the issuing officer refuses to issue a certificate to a minor, the issuing officer shall send to the principal of the school last attended by the minor the name and address of the minor and the reason for the refusal to issue the certificate.

CHILD LABOR LAW

CHILD LABOR LAW (820 ILCS 205/1 et seq.) regulates the employment of minors under 16 years of age and requires all minors to have employment certificates. Employment certificates are issued by the Superintendents of Schools or their duly authorized agents.

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 1 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 s/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. Minor must be accompanied by a parent or guardian.

When an establishment is covered by both the Illinois Child Labor Law and the Fair Labor Standards Act child labor provisions, 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.

CHILD LABOR LAW INFORMATION:

312-793-2804

CHILD LABOR HOT-LINE:

800-645-5784