

INSTRUCTIONS TO OBTAIN A WORK PERMIT

You must have a job promised to you first. If you do, **your employer must complete the attached “Promise of Employment Form”**. If you are under the age of 16, your doctor will need to sign off on page 2. A copy of your physical exam will not be sufficient; you must have your doctor’s signature.

Also attached is an **Educational Certificate that you must complete** and bring with you when you get the work permit.

After both documents are completed, please email me and we’ll set up an appointment on a Wednesday between 10:00 am – 11:30 am. Work Permits are issued on Wednesdays only during the summer. You must be present to sign the work permit; a parent cannot sign for you. You must also bring one of the following:

- Driver’s license
- Learner’s permit
- Passport
- Birth certificate