

## EMPLOYMENT CERTIFICATE APPLICATION FORM

The Work Permit is ONLY Issued and VALID for Students 15 years old and younger  
as the Illinois Department of Child Labor Law

**\*PLEASE ALLOW 3-4 DAYS FOR WORK PERMITS TO BE COMPLETED\***

Date: \_\_\_\_\_ Name of Student: \_\_\_\_\_ Male/Female D.O.B. \_\_\_\_\_

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.\***

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**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: \_\_\_\_\_

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**EMPLOYER: (Please fill in the following information or submit a letter of intent on company  
letterhead including the same information, and date of employment)**

**I agree to employ the above named student. PLEASE TYPE OR PRINT INFORMATION BELOW**

Type of work to be performed: \_\_\_\_\_

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 # \_\_\_\_\_

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**NOTE: STUDENTS WITHOUT A CURRENT PHYSICAL (WITHIN THE LAST CALENDAR YEAR) ON FILE  
AT DISTRICT 303 MUST ATTACH A CURRENT PHYSICAL FOR THE APPLICATION TO BE PROCESSED.**