

APPLICATION FOR WORK PERMIT

**PLEASE ALLOW 24 HOURS FOR PROCESSING**

Arrowhead Union High School  
Hartland, Wisconsin

Department of Workforce Development, Equal Rights Division, P.O. Box 8928, Madison, WI 53708-8928, ph #608-266-6860

**REQUIREMENTS FOR CHILD LABOR AND STREET TRADE PERMITS**

1. PROOF OF AGE - **ORIGINAL** BIRTH RECORD, BAPTISMAL RECORD, OR DRIVER'S LICENSE ISSUED BY THE DEPARTMENT OF TRANSPORTATION. Birth record may be obtained from the Register of Deeds in the County of birth. Baptismal records may be obtained from the Pastor of the Church where the baptism took place.
2. The Minor's **ORIGINAL SOCIAL SECURITY CARD**.
3. LETTER FROM THE EMPLOYER STATING THE INTENT TO EMPLOY THE MINOR ALONG WITH THE JOB DUTIES, HOURS OF WORK AND TIMES OF DAY THE MINOR WILL BE WORKING.
4. LETTER FROM THE MINOR'S PARENT, GUARDIAN OR COURT-ORDERED FOSTER PARENT WHILE THE MINOR IS UNDER THEIR CARE AND SUPERVISION CONSENTING TO THE EMPLOYMENT. As an alternative, the Parent, Guardian or Foster Parent may countersign the Employer's letter.
5. Statutory PERMIT FEE IS \$10.00. The Employer is required to pay the permit fee. If the minor advances the fee, the Employer shall reimburse the minor not later than the minor's first paycheck.
6. School address Minor attends or School District

**TO BE COMPLETED BY EMPLOYER**

WORK PERMIT ISSUED TO \_\_\_\_\_ AGE \_\_\_\_\_

BUSINESS NAME OF EMPLOYER \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_

TYPE OF BUSINESS \_\_\_\_\_ TYPE OF WORK \_\_\_\_\_

HOURS OF WORK \_\_\_\_\_ TIME OF DAY WORKING \_\_\_\_\_

\_\_\_\_\_ IF PARENT(S) OWN BUSINESS CHECK YES \_\_\_ NO \_\_\_

Employer's Signature

\_\_\_\_\_  
Employer's Address (CITY) (STATE) (ZIP CODE)

**TO BE COMPLETED BY PARENT OR GUARDIAN**

\_\_\_\_\_ has my permission to work for the above business.

(Minor's name)

\_\_\_\_\_  
(Parent/Guardian's Signature) (Street Address) (City) (State) (Zip Code) (Phone#)

A SECTION ON THE REVOCATION OF PERMITS HAS BEEN ADDED TO GIVE THE PARENT OR GUARDIAN WHO HAS LEGAL CUSTODY OF THE MINOR OR THE SCHOOL PRINCIPAL THE RIGHT TO REQUEST THE DEPARTMENT IN WRITING TO REVOKE THE MINOR'S PERMIT PROVIDING THEY CAN DEMONSTRATE SOME ATTEMPT HAS TAKEN PLACE TO RESOLVE THE WORK PROBLEM BETWEEN THE MINOR, PARENT, GUARDIAN AND THE EMPLOYER.