

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
1-414-227-4384

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 \$5.00. 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)

Name and address of school student attends

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#)