

## Work Permit Information for Minors

Are you under 16 and want a job? Then you need a work permit. Please bring the following to your counselor to receive one.

In order to get an employment certificate (work permit), the teen worker **must do the following**:

- Find a job and get a "letter of intent to hire" from the prospective employer. The letter must outline the hours to be worked and what will be done.
- Minor with parent should take letter, physical exam, birth certificate, and social security card to school and request issuing officer (Ms. Norman) for an employment certificate (work permit).