Work Permit Application

Please print

Minor's Name: _____

Street Address: _____

City, State, Zip: _____

Telephone Number: ( ) _____ **Date of Birth:** _____ **Current Age:** _____

Place of Birth: _____
City **State** **County**

To Be Completed by Employer

The minor listed above has been hired by:

Employer's Name: _____

Employer's Address: _____

Employer's Telephone Number: ( ) _____

Nature of Employer's Business: _____

Type of Work Minor Will Be Doing: _____

Starting Date: _____

_____ _____
Date **Employer's Signature & Title**

To Be Completed by Parent/Guardian

I give permission for _____to be issued a work permit.
Minor's Name

_____ _____
Date Parent/Guardian Signature

How to Obtain a Work Permit

To obtain a work permit, either the minor alone or the minor and a parent must visit the permit officer, taking with them:

- the minor's birth certificate or other proof of age,
- the minor's social security card
- letter from the employer expressing intent to hire, on employer's regular letterhead, describing:
  - job duties,
  - hours of work,
- a written parents consent
- a $10.00 permit fee

Proof of Minor's Age

We may accept a valid operator's license or an identification card issued by the Wisconsin Department of Transportation as proof of a minor's age. This means that we may now accept either a duly attested birth certificate, a verified baptismal certificate, or a driver's license or photo ID card issued by the Wisconsin Department of Transportation.

For the Employer - Permit Fee Requirement

The employer **must reimburse the $10.00 permit fee to the minor** by no later than the date of the first paycheck.

Copies of the permit go to the employer and the minor, in addition to the school district where the minor is enrolled.

Please submit the completed application with the appropriate documentation to the Student Service Center at the High School.

Note that it may take up to 24 hours for your work permit to be processed. Work permits may also be obtained from New London City Hall – 215 N. Shawano St, New London – 982-8500 – Hours 8:00 a.m. – 4:30 p.m.