



WORK PERMIT REQUIREMENTS & INFORMATION

****Work Permits are issued to DHS students only****

STEP 1: Find a Job

We cannot issue a work permit unless you have been offered a job. Work permits are specific to the employer and position listed on your work permit.

STEP 2: Gather All Required Documents

The following documents are required by the state of Illinois:

- a) Letter of intent from employer. The letter must include:
 - Prospective Employer's Letterhead
 - Minor's Job Description
 - EXACT hours of the day
 - Number of hours per day
 - Days per week of work
 - Employer Signature

- b) Student's school physical or physician's letter on health institution's letterhead dated within one year of application date stating the minor is physically fit to be employed.
IMPORTANT: We cannot use or make copies of the school physical in student school file. You must bring your own copy of the school physical.

- c) Complete the [Work Permit Application Form](#). **DO NOT SIGN IT**. It must be signed during your appointment.

- d) One document that verifies age: birth certificate, passport, or baptismal record

STEP 4: Make Copies of All Required Documents

You must bring your own copies of all required documents, we cannot make copies for you at the school. Copies of all required documents will not be returned.

STEP 3: Schedule an Appointment

Setup an appointment. Work permits will not be issued without an appointment.

During the school year:

China Saria

CCRC Specialist

Email: csaria@dist113.org

Phone: (224) 632-3062

During the summer:

Lisa Johnson

Administrative Assistant

Email: ljohnson@dist113.org

Phone: (224) 632-3350

- **BOTH** the student and a parent/guardian must be present for the appointment.
- Park in the visitor parking spots by the main entrance of DHS.

PLEASE NOTE:

- Work permits are issued at Deerfield High School as a service to students.
- All requirements are state mandates.
- Employment certificates cannot be issued to minors 0 months through 13 years of age unless the minor will be employed as a model pursuant to Section 250.260 of the Child Labor Law .
- Work permits are valid for 1 year and for 1 employer only.

State of Illinois Child Labor Hour Restrictions (820 ILCS 205/3):

A 14 or 15 year old minors may **NOT** work:

- before 7 a.m.
- after 7 p.m. between Labor Day and June 1
- after 9 p.m. June 1 through Labor Day
- more than 8 hours on non-school days
- more than 3 hours on school days
- more than 24 hours during school weeks
- more than 48 hours during non-school weeks
- more than six days per week