

## **WORK PERMIT INFORMATION/FORM**

- Students 15 and under are required to obtain a work permit.
- Information can be dropped off at the Port Washington High School main office before school and be ready at the end of the day.

### **Required documents:**

1. Original birth certificate, driver's license, or baptismal certificate
2. Original social security card
3. Letter from the employer, or this form with the required information
4. Letter from the guardian/parent with signature and address, or this form with the required information
5. \$10.00 fee to be reimbursed on the minor's first check

### **TO BE COMPLETED BY EMPLOYER**

Work permit issued to \_\_\_\_\_ Age \_\_\_\_\_

Business name \_\_\_\_\_

Business street address \_\_\_\_\_

City, State, Zip code \_\_\_\_\_

Phone \_\_\_\_\_ Type of business \_\_\_\_\_

Type of work minor will perform \_\_\_\_\_

Do parents own this business? YES \_\_\_\_\_ NO \_\_\_\_\_

Employer's signature \_\_\_\_\_

### **TO BE COMPLETED BY GUARDIAN/PARENT**

\_\_\_\_\_ has permission to work for the above business.  
(minor's name)

Guardian/Parent signature \_\_\_\_\_

Home address \_\_\_\_\_

Phone number \_\_\_\_\_