



# Regional Office of Education

## Mason, Tazewell & Woodford

Patrick Durley,  
Regional Superintendent  
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### Application for a Work Permit

#### *Items to Bring With You When You Come In*

1. \_\_\_\_ This Application for a Work Permit
2. \_\_\_\_ Birth Certificate
3. \_\_\_\_ Statement by Prospective Employer (must include Minor's specific work hours and Manager contact info)
4. \_\_\_\_ Recent Physical Exam (dated from within one year of application)
5. \_\_\_\_ Principal's Statement (required if working at all during the school year (September 1 through June 1))

\*Please note that that minor must be present with the parent or guardian when application materials are submitted- in person- at ROE #53. This is a requirement under section 205/12 of the IL Child Labor Law.

#### **Student Information**

Minor's Name: \_\_\_\_\_

Minor's Social Security Number (required): \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Birth Date: \_\_\_\_\_

#### **Employer Information**

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Type of Business: \_\_\_\_\_

#### **Consent of Parent or Guardian**

I hereby give my consent to my child/ward to engage in part-time employment with the employer indicated on this application, and agree to comply with the stated regulations and laws applicable to the specific type of employment for which this application is being submitted.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_



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#### Workers under Age 16

- Children under the age of 14 may not work in most jobs, except under limited conditions.
- 14 and 15 year olds may work if the following requirements are met:
  - Employment certificates have been issued by the school district/ROE and filed with the Department of Labor confirming that a minor is old enough to work, physically capable to perform the job, and that the job will not interfere with the minor's education;
  - The work is not deemed a hazardous occupation ;
  - Work is limited to the Child Labor Law hourly restrictions (listed below);
  - A 30-minute mean period is provided no later than the fifth hour of work.

#### Hour Restrictions

1. When school is in session, children 14 and 15 years of age may work:
  - Up to 3 hours per day;
  - Up to 24 hours per week; and
  - The combined hours of school and work may not exceed 8 hours per day.
2. When school is NOT in session (including summer vacations, holidays and weekends), children under the age of 16 may NOT work:
  - More than 8 hours per day;
  - More than 6 days per week; nor
  - More than 48 hours per week.
3. Allowed hours of work are 7am to 7pm except between June 1st and Labor Day, when working hours may be extended to 9pm.
4. A scheduled meal period of at least 30 minutes shall be provided no later than the 5th consecutive hour of work.

#### Exemptions

The Child Labor Law does not apply to the following:

- Sale and distribution of magazines and newspapers at hours when the school of the district are not in session;
- Employment of a minor outside of school hours in and around a home of an employer when the work is not business related;
- Work of a minor 13 or more years of age, in caddying at a golf course;
- Minors 12 and 13 years of age employed as officials at certain sports activities.
- All minors under the age of 16 who are working as models, actors, and in performance work must apply for and receive an employment certificate prior to performing the work. 820 ILCS 205/8 and 8.1 and 56 Ill. Adm. Code 250.305-250.315.



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#### Hazardous Occupations (for which minors WILL NOT be issued a Work Permit)

- In, about or in conjunction with any public messenger or deliver service, bowling alley, pool room, billiard room, skating rink (except an ice skating rink owned and operated by a school or unit of local government); exhibition park or place of amusement, garage or as a bell boy in any hotel or rooming house or about or in connection with power-driver machinery.
- In the oiling, cleaning or wiling of machinery or shafting
- In or about any mine or quarry;
- In stone cutting or polishing;
- In or about any hazardous factory work;
- In or about any plant manufacturing explosives or articles containing explosive components, in the use of transportation of same;
- In or about plants manufacturing iron or steel, ore reduction works, smelters, foundries, forging shops, hot rolling mills or any place in which the heating melting or heat treating of metals is carried on;
- In the operation of machinery used in the cold rolling of heavy metal stock, or in the operation of power-driven punching, shearing, stamping or meta [late pending machines;
- In or about sawmills or lath, shingle or cooperage stock mills;
- In the operation of power driven woodworking machines or off bearing from circular saws;
- In the operation of freight elevators or hoisting machines and cranes;
- In spray painting or in occupations involving exposure to lead or its compounds or to dangerous or poisonous dyes or chemicals;
- In any place or establishment in which intoxicating alcoholic liquors are served or sold for consumption on the premises, or in which such liquors are manufactured or bottled; except as follows:
  - A. busboy and kitchen employment, not otherwise prohibited, when in connection with the service of meals at any private club, fraternal organization or veteran's organization shall not be prohibited by this subsection;
  - B. this subsection 13 does not apply to employment that is performed on property owned or operated by a park district, as defined in subsection (a) of Section 1-3 of the Park District Code, if the employment is not otherwise prohibited by law;
- In oil refineries, gasoline blending plants or pumping stations on oil transmission lines;
- In operation of laundry, dry cleaning or dyeing machinery;
- In occupations involving exposure to radioactive substances;
- In or about any filling station or service station;
- In construction work, including demolition and repair;
- In roofing operations;
- In excavating operations;
- In logging operations;
- In public and private utilities and related services;
- In operations in or in connection with slaughtering, meat packing, poultry processing and fish and seafood processing.
- In operations which involve working on an elevated surface, with or without use of equipment, including but not limited to ladders and scaffolds;
- In security positions or any occupation that requires the use or carrying of a firearm or other
- Weapon; or
- In occupations which involve the handling or storage of blood, blood products, body fluids or body tissue.