WORK PERMIT
Students in Wilmette District 39

All students under the age of 16 are required to obtain a work permit before their first day of work. To obtain a work permit you can go to, the Mikaelian Education Center, 615 Locust Road, or your child’s school to pick up the forms. These forms can also be downloaded from the district website under the Parent drop down. Please complete the following two forms:

- A form to be filled out by your physician
- A form to be filled out by your principal

You must also bring with you the following:

- Birth Certificate (Original and then we make copy)
- Social Security Card (Original and then we make copy)
- Letter of Intent from Employer (From Employer)
- Parental permission note, with current address
- Proof of a trust account for child performers (models/actors)

When you have all this information together please bring it to 615 Locust Road.
STATE OF ILLINOIS
DEPARTMENT OF LABOR
CERTIFICATE OF PHYSICAL FITNESS
Required by Section 12 of the Child Labor Law, 820 ILCS 205/1-22

Name________________________________________ Address________________________________________

City________________________ State__________ Zip__________ Date of Birth________________________

Sex________________________ Color of Eyes________________________ Color of Hair________________________

Name of Employer________________________________________

Address of Employer________________________________________

Description of Work Requested________________________________________

Remarks: (Physical Fitness for Requested Work)________________________________________

Name of Examiner________________________ Signature of Examiner________________________ Date________________________

IL 452-0099 (6/95)

This form is furnished by the Department of Labor, or may be reproduced.
Principal’s Statement to Issuing Officer As Required by Section 12-3
Child Labor Law of Illinois in Effect June 30, 1947

DATE __________________________ NAME OF SCHOOL __________________________

This is to certify that the undersigned has interviewed __________________________, residing at
__________________________ and that said minor requests that an employment certificate be issued
permitting employment outside of school hours. The school records disclose that above-named minor was born
__________________________ 20, ______ and has completed the __________. He or she is in school from ________ A.M. to
__________________________ P.M. with ______ hour for lunch. Parents’ names are:

__________________________ (Father) _________________ (Mother)

According to the school records, above-named minor is making satisfactory progress; therefore, I recommend an employment
certificate be issued for present employment.

MINOR, PLEASE NOTE: EMPLOYMENT CERTIFICATES ARE ISSUED
BY CITY AND COUNTY SUPERINTENDENTS OF SCHOOLS OR THEIR
DULY AUTHORIZED AGENTS IN EACH SCHOOL DISTRICT.

PRINCIPAL __________________________
By __________________________

NOTE: THIS IS NOT AN EMPLOYMENT CERTIFICATE BUT SHOULD BE DELIVERED TO THE ISSUING OFFICER WHO WILL ISSUE
NECESSARY EMPLOYMENT CERTIFICATE AS REQUIRED BY LAW.
THIS FORM MAY BE REPRODUCED BY LOCAL SCHOOL AUTHORITIES AND ADDITIONAL INFORMATION ADDED IF NECESSARY TO MEET LOCAL CONDITIONS.

ILLINOIS DEPARTMENT OF LABOR 160 N. LASALLE, STE. C-1300 CHICAGO, IL 60601
Parent/Guardian Approval Letter

Date: ____________________

Parent/Guardian Name: ________________________________________________

Home Address: ________________________________________________________

City, State, Zip Code: _________________________________________________

Phone Number: _______________________________________________________

Email address: ________________________________________________________

I hereby give my permission for ________________________________ to work
(Minors Name)

at ________________________________ ________________________________.

Parent/Guardian Signature: __________________________________________

Revised 11/8/2010