

# Work Permits

If a student is younger than 18 years of age, he/she must complete a **Work Permit Application Form** and obtain a work permit before starting a job. Each time a minor gets a new job he/she must get a new work permit. Each work permit is job-specific.

- First, the minor must have a job offer from an employer.
- Next, download a work permit **Application Packet** from Medway Public Schools website or pick one up at the Superintendent of Schools' Office. The application packet contains: **Work Permit Information Form; Promise of Employment; Physicians Certificate; Parent/Guardian Signature and Minor Signature; School Record Form; Work Hours and Occupation Restrictions.**

## Steps for Getting a Work Permit

- 1) Student must complete the **Work Permit Application Form**.
- 2) Employer must complete the **Promise of Employment** section.
- 3) **For 14 and 15 year olds only** (16 and 17 year olds may skip this step): Physician/health care provider must complete the **Physician's Certificate of Health** section.
- 4) Student and parent/guardian must sign the **Parent/Guardian Permission/Signature** and **Signature of Minor** section.
- 5) The **School Record** section must be completed by **building principal's office**.
- 6) Bring **all completed** sections of the **Application Packet**, along with **proof of age** (birth certificate, passport, driver's license, learner's permit, or immigration record) to the Superintendent of Schools Office.
- 7) **The Superintendent's Office generates the work permit**. Please note: the completed paperwork does not constitute the work permit; the information is used to process the work permit and to keep on file.
- 8) **Allow 24-48 hours** for the processing of the work permit. The student must appear in person in the Superintendent's Office to sign the work permit in the presence of a school department employee. No one else may pick up the work permit for the student.
- 9) Bring the signed work permit back to the employer who must keep it until the student is no longer employed. Your employer is required to have your work permit on the premises at all times.