

PROCEDURES & REQUIREMENTS

for Issuance of EMPLOYMENT CERTIFICATE (Work Permit)

TERMS

The Illinois Child Labor Law requires employers to secure and keep on file EMPLOYMENT CERTIFICATES for children under 16 years of age (except for work in agriculture, domestic service and in the distribution of magazines and newspapers).

Certificates are issued by the County Superintendent of Schools, or by his duly authorized agents. Certificates should be issued in the district where the minor resides. The Certificate is not transferable, is valid only for the employer to whom issued, and permits employment only for the specific occupation and under the terms described thereon.

14 & 15 YEAR OLD MINORS MAY NOT BE EMPLOYED:

- During school hours (except as provided for in a work experience program);
- Before 7 a.m. or after 7 p.m. (9 p.m. from June 1 through Labor Day);
- For more than 6 consecutive days in a calendar week;
- For more than 3 hours a day on school days;
- For more than 8 hours a day on non-school days;
- For more than 18 hours a week in school weeks
- For more than 40 hours a week in non-school weeks

14 & 15 YEAR OLD MINORS MAY NOT BE EMPLOYED IN:

- Manufacturing occupations;
- Mining occupations;
- Processing occupations;
- Occupations requiring the performance of duties in workrooms or workplaces where goods are manufactured, mined, or otherwise processed;
- Public messenger service
- Operation or tending or hoisting apparatus or of any power-driven machinery;
- Occupations in connection with transportation, warehousing & storage, communications, public utilities and construction,
- Occupations found and declared to be hazardous, such as:
 - Public messenger or delivery service;
 - Bowling alley;
 - Pool or billiard room;
 - Skating rink;
 - Amusement or exhibition park;
 - Garage, filling station or service station;
 - Bellboy in hotel or rooming house;
 - About or in connection with power driven machinery
 - Any establishment serving, selling, manufacturing, or bottling alcoholic beverages;
 - Cooking (except at soda fountains, lunch counters, snack bars, or cafeteria serving counters) and baking;
 - Operation, set-up, adjusting, cleaning or repairing of power-driven food slicers & grinders, food choppers or cutters, and bakery-type mixers;
 - Work in freezers and meat coolers
 - Preparation of meats for sale (except wrapping, sealing, labeling, weighing, pricing and stocking);
 - Loading and unloading goods to and from trucks, railroad cars or conveyors

The above list is NOT all inclusive.

For additional information contact any office of the U.S. Dept. of Labor, Wage-Hour Division

REQUIREMENTS FOR ISSUANCE OF EMPLOYMENT CERTIFICATE:

1. PROMISE OF EMPLOYMENT (STATEMENT OF INTENTION TO EMPLOY)
is required and should be on the employer's letterhead paper, or on the attached FORM
2. EVIDENCE OF AGE is required and could be any of the following:
 - a. Birth Certificate or signed statement by a registrar of vital statistics
 - b. Hospital birth record
 - c. Baptismal Certificate
 - d. Other documentary evidence, such as Bible record, Certificate of Confirmation or other church ceremony at least one year old; passport, immigration paper or insurance policy at least one year old.
3. CERTIFICATE OF PHYSICAL FITNESS is required, and may be any of the following:
 - a. Copy of a school physical that is one year old or less
 - b. If the school nurse maintains records, a signature of the nurse on the accompanying FORM, verifying that a physical has been completed and that no restrictions were noted
 - c. A signed statement by a public health or school physician, certifying that the minor is physically fit to be employed in all legal occupations
4. PRINCIPAL'S STATEMENT This form is required when the work is performed during the school term. It is signed by the principal of the school which the minor attends. It is not required for employment during regular school vacations.

DISPOSITION OF CERTIFICATES

The original copy is to be kept on file by the employer. A copy is sent to the Illinois Dept. of Labor. A copy is kept by the issuing officer, and a copy is to be retained by the parent/guardian.

SUSPENSION OF CERTIFICATES

If certificates have been improperly issued or minors are found working in violation of the laws or of the terms described on the certificate, the certificate may be suspended by:

1. Department of Labor, or
2. Issuing Officer; or
3. Principal of school attended by the minor

COMPLAINTS AND INQUIRIES - CALL TOLL FREE - 1-800-645-5784

Illinois Department of Labor
160 N. LaSalle St., Suite C-1300
Chicago, Illinois 60601



APPLICATION

For Issuance of EMPLOYMENT CERTIFICATE (Work Permit)

STUDENT INFORMATION

NAME: _____ DATE OF BIRTH: _____

ADDRESS: _____

PHONE: _____ SCHOOL: _____

PARENT/GUARDIAN STATEMENT

As parent or guardian of the above named minor, I affirm that I have read the rules and regulations set forth by the Illinois Department of Labor concerning the employment of a minor child, and hereby agree to ensure that the minor child complies with the rules and regulations that govern his/her employment.

(Signature)

(Date)

EMPLOYER'S STATEMENT OF INTENT TO EMPLOY

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE: _____

TYPE OF BUSINESS: _____

STUDENT'S JOB TITLE & DESCRIPTION OF DUTIES:

STUDENT WILL WORK _____ SCHOOL DAYS PER WEEK, _____ HOURS PER DAY.

STUDENT WILL WORK _____ NON-SCHOOL DAYS PER WEEK, _____ HOURS PER DAY.

STUDENT WILL NOT WORK BEFORE 7:00 AM OR AFTER 7:00 PM (9:00 PM JUNE 1- LABOR DAY).

SUMMER WORK ONLY? _____ YES _____ NO

ALCOHOL SERVED? _____ YES _____ NO

(Signature of Company Official)

(Title)

(Date)

State Of Illinois, Department Of Labor

Principal's Statement To Issuing Officer

Required by Section 12 of the Child Labor Law, 820 ILCS 205/1-22

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 _____ and has
completed the _____ Grade. He or she is in school from _____ AM to _____ PM
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.

Principal _____ By _____

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

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

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 _____ Date of Birth _____

Address _____

City _____ State _____ ZIP Code _____

Gender _____ Eye Color _____ Hair Color _____

Name of Employer _____

Address of Employer _____

City _____ State _____ ZIP Code _____

Description of Work Requested:

Remarks: (Physical Fitness for Requested Work):

Name of Examiner _____

Signature of Examiner _____

Date _____