

Employment Certificate (Work Permit) for Minors

The Illinois Department of Labor oversees the safety of minors in Illinois by regulating the employment of workers less than 16 years of age. The law protects children by limiting working hours, prohibiting work in hazardous occupations, and requiring employment certificates (820 ILCS 205/1-22 Child Labor Law).

Employment certificates cannot be issued to minors 0 months through 13 years of age, unless the minor will be employed as a model/actor.

The following items are required to issue a work permit:

- **Letter of intent** to employ from the employer. Occupation and exact hours to be worked (hours per day and hours per week). Name, address, phone number and contact person of employer.
- **Original copy of birth certificate or baptismal certificate** showing date and place of birth.
- **Original copy of social security card.**
- **Copy of detailed physical examination** which includes specific dates and immunizations, signed by a public health physician and dated within one (1) year of the date the minor is applying for the work permit or the completed State of Illinois/Certificate of Physical Fitness form signed by the examiner. **An IHSA physical is not acceptable.** *Although you may have a physical on file with the nurses' office at BHS, we do not share documents and you must bring in a copy to file with the permit application.*
- If the student is not a Barrington High School student, a Principals Statement, noting that the minor is a student in good standing at the school he/she attends is also required.

THE PARENT/GUARDIAN MUST BE PRESENT WITH THE MINOR CHILD WHEN APPLYING FOR THE WORK PERMIT!

Work permits are issued in the Counseling Department at Barrington High School. There is no charge. 24 hr turnaround.

The Counseling Department is open during the regular school year, Monday through Friday from 7:30 am until 3:30 pm. An appointment is not necessary.

During the summer months, please call the Counseling Department at **847-842-3232** to make an appointment.