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

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 ___________________________ (Name of Minor)
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
DUTY 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
Date:____________________
Parent/Guardian Name:______________________________________________
Home Address: _______________________________________________________
City, State, Zip Code: ________________________________________________

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

at ________________________________________________________________.

Parent/Guardian Signature:__________________________________________