

WORK PERMIT REQUIREMENTS
Under 16 years of age

State of Illinois Department of Labor Work Permit Requirements

- 1.) **Intention to Employ Letter:**
 - Written statement by employer on their letterhead with work description and schedule signed by employer or agent (includes employer's address and contact phone number);
 - **OR** complete attached New Trier High School Work Permit Employer form.
- 2.) **Proof of Age Documents:** A photocopy of certified birth certificate
- 3.) **Social Security Number:** A photocopy of the Social Security card
- 4.) **Medical Statement:**
 - Written statement from a physician indicating that child is physically fit to be employed in the permitted occupation;
 - **OR** a copy of student's School Physical Examination/Immunizations record dated within one year of work permit date.
 - New Trier High School students may pick up a copy of their medical records at Health Services (Winnetka Campus, room 29 or Northfield Campus, room D105).
- 5.) **Parent/Legal Guardian's Approval:**
 - Complete attached New Trier High School Work Permit Parent form.
- 6.) **Principal's Statement:** External Students Only: ***Does not apply to Current New Trier High School Students.***
 - If child applicant is over 6 years of age complete attached DOL Principal's Statement form.

**Work Permit information can be obtained at the
Winnetka Campus, Room 215**

Natalia Katsinis, 847-784-2212

and Northfield Campus, Room A401

Rita Petratos, 847-784-2210

Kim Sparkowski, 847-784-6586

The issued work permit is valid for 1 year. Please submit one copy of the work permit to the employer and keep one for parent/guardian.

**WORK PERMIT EMPLOYER FORM
Under 16 years of age**

Written statement by employer on letterhead with work description and schedule signed by employer or complete form below:

Employer to Complete This Section- Please Print	
Name of Employer	
Employer's Address	
Type of Industry	
Worker's Job Title/ Describe Work to be Performed	
Additional Information	<ul style="list-style-type: none"> ● Are alcoholic beverages sold? <input type="checkbox"/> Yes <input type="checkbox"/> No ● Is this summer work only? <input type="checkbox"/> Yes <input type="checkbox"/> No ● Minor will work ___ school days per week and _____per school day ● Minor will work ___hours on Saturday or ___hours on Sunday ● 14 and 15 year old students may work only between 7:00 a.m. and 7:00 p.m. and cannot work during school hours ● Students cannot work more than 3 hours during a school day, nor more than 8 hours on a non-school day
Name of Supervisor	
Supervisor's Phone Number	
Signature of Company Official	<div style="border-top: 1px solid black; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between;"> Signature of Company Official Date </div> <div style="border-top: 1px solid black; margin-top: 5px;"></div>
	Print Name and Title of Official Whose Signature Appears Above

**WORK PERMIT PARENT FORM
Under 16 years of Age**

Parent/Guardian to Complete This Section - Please Print	
Name of Worker	
Date of Birth/ Gender	/ / Date of Birth Gender
Worker's Home Address	
Parent/Guardian's Phone number and e-mail	
Parent/Guardian's PrintedName	
Parent/Guardian's Signed Consent	<p>I give consent for my child to engage in part-time employment.</p> <hr style="width: 80%; margin-left: 0;"/> <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 0;"> Parent/Guardian Signature Date </div>

**If your child is a performer, please see additional requirements on the other side.*

WORK PERMIT REQUIREMENTS **Under 16 years of age**

CHILD PERFORMERS

Effective January 1, 2020, child performers working in artistic and creative services, including but not limited to services as an actor, actress, dancer, musician, comedian, singer, stunt person, voice-over artist, runway or print model, other performer or entertainer, songwriter, musical producer, arranger, writer, director, producer, production executive, choreographer, composer, conductor or designer, must meet an additional requirement: Establish a Trust Fund to deposit 15 percent of their earnings.

The following documentation must be provided to the issuing officers by the parents/legal guardians and employers of child performers for issuance of an employment certificate:

NEW TRUST FUND REQUIREMENT: (effective 1/1/20): All child performers working in Illinois, including non-residents, must establish a Trust Fund where the employer can deposit at least 15 percent of the child's gross earnings into the account (820 ILCS 205/12.5). Issuing officers must verify the existence of the Trust Fund Account before issuing an employment certificate to child performers.

The Fund must meet all of the following requirements:

- 1.) It must designate the child performer (under 16 years of age) as the beneficiary of the Trust Fund
- 2.) Funds must only be available to the child performer when they turn 18 or are declared emancipated; **and**
- 3.) Account must be held by a bank, corporate fiduciary, or trust company

Additional guidance:

- A Temporary Child Employment Certificate (15 days) is available on the Department of Labor's website so the child may continue working while the Trust Fund is established.
- No more than one (1) Temporary Child Performer Employment Certificate may be issued to each child performer
- If the Fund for the child performer is not established 30 days after the employment certificate was issued, the employer must transfer those funds to the Illinois State Treasurer's Office as unclaimed property.
- The Act does not require that a Trust Fund be established for child performers who are extras or background performers.

For External Students Only- Does not apply to Current New Trier Students

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. The minor is in school from _____ AM to _____ PM
with _____ hour for lunch.

Parents/Legal Guardians: _____

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 WITH THE NEW TRIER
HIGH SCHOOL WORK PERMIT APPLICATION TO THE ISSUING OFFICES 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.