

# WORK PERMIT APPLICATION

## STUDENT INSTRUCTIONS

**Step 1:** Fill out top portion along with parent/guardian signature & date

**Step 2:** Take the application to your employer and have them fill out the bottom portion “Pledge of Employer.” Make sure they fill out the Tax Id number, sign, & date it.

**Step 3:** One form of the following proof of identity is needed.

- Final Forms up to date sports physical
- State ID
- Birth certificate
- Passport
- Physician’s Certificate (which is attached to this application. It needs to be signed by a doctor if none of the previous forms of identity are available.)

**Step 4:** The STUDENT needs to bring the completed application AND proof of identity back to RHS to Mrs. Harris in office 110. If Mrs. Harris is not available, you may bring it to Miss Jay in office 112 or Mrs. D’Sidocky in the cashier/treasurer’s office inside office 106.