



3433 Rupp Parkway
Decatur, IL 62526
Phone: 217-872-3721
Fax: 217-872-0239
www.roe39.org

Jill R. Reedy
Regional Superintendent
jreedy@roe39.org

Dr. Nancy Brodbeck
Assistant Superintendent
nbrodbeck@roe39.org

Steps to Obtain a Work Permit

You Must Bring Back the Following Information to the Regional Office

- 1. Statement by Prospective Employer – or letter of Intent to Hire.**
- 2. Principal's Statement – required only when school is in session-Not summer.**
- 3. Copy of Physical – up to 1 year or Certificate of Physical Fitness (enclosed)**
- 4. Social Security Card**
- 5. Birth Certificate**
- 6. Age Requirement 14-15 years of age**

A parent or guardian MUST accompany the minor in order to complete the Work Permit.

For any questions please call 217-872-3721



3433 Rupp Parkway
Decatur, IL 62526
Phone: 217-872-3721
Fax: 217-872-0239
www.roe39.org

Jill R. Reedy
Regional Superintendent
jreedy@roe39.org

Dr. Nancy Brodbeck
Assistant Superintendent
nbrodbeck@roe39.org

Information Needed for Work Permit: 14-15 years of age

1. Name_____
2. Address_____
3. City_____State_____Zip Code_____
4. DOB_____SS#_____Age_____
5. Parent's Name_____
6. Parent's Home/Cell Numbers_____
7. Prospective Employer_____
8. Prospective Employer's Phone #_____
9. Prospective Employer's Address_____
10. Job Title_____
11. Name of School_____Phone_____
12. Parent's Signature_____
13. Date_____



3433 Rupp Parkway
Decatur, IL 62526
Phone: 217-872-3721
Fax: 217-872-0239
www.roe39.org

Jill R. Reedy
Regional Superintendent
jreedy@roe39.org

Dr. Nancy Brodbeck
Assistant Superintendent
nbrodbeck@roe39.org

STATEMENT BY PROSPECTIVE EMPLOYER

Upon receipt of proper Employment Certificate required by law: 14-15 years old MUST be completed by Employer in order to receive a Work Permit

Name of Business: _____

Expects to give present employment of: _____ (minor)

Occupation of Minor: _____

Minor may not work more than 3 hours on school days, not more than 8 hours on days when school is not in session and not more than 6 days a week.

Hours of employment will be: _____ (minors under 16 years of age cannot work before 7:00am or after 7:00pm from Labor Day until June 1st and cannot work before 7:00am or after 9:00pm from June 1st until Labor Day)

Business Name: _____

Street Address: _____

City: _____ **State** _____ **Zip Code** _____

Name of Manager/Owner: _____

Signature of Prospective Employer: _____

Business Telephone: _____

Please note: Any employer upon termination of the employment shall immediately return the certificate issued to the officer as required by Section 13 of the CLL



3433 Rupp Parkway
Decatur, IL 62526
Phone: 217-872-3721
Fax: 217-872-0239
www.roe39.org

Jill R. Reedy
Regional Superintendent
jreedy@roe39.org

Dr. Nancy Brodbeck
Assistant Superintendent
nbrodbeck@roe39.org

Use Only When School is in Session

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 _____
(Name of Student)

Student Address: _____ 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 on _____ and has
completed ____ grade. He/she is in school from ____AM to ____PM with ____hour for lunch.

Parent's 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 _____ Date: _____



3433 Rupp Parkway
Decatur, IL 62526
Phone: 217-872-3721
Fax: 217-872-0239
www.roe39.org

Jill R. Reedy
Regional Superintendent
jreedy@roe39.org

Dr. Nancy Brodbeck
Assistant Superintendent
nbrodbeck@roe39.org

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 _____

Description of Work Requested _____

Remarks (Physical Fitness for Requested Work) _____

Name of Examiner: _____

Signature of Examiner: _____

Date: _____



3433 Rupp Parkway
Decatur, IL 62526
Phone: 217-872-3721
Fax: 217-872-0239
www.roe39.org

Jill R. Reedy
Regional Superintendent
jreedy@roe39.org

Dr. Nancy Brodbeck
Assistant Superintendent
nbrodbeck@roe39.org

Child Labor Law FAQ

1. Who must get a "work permit"?

Work permits or employment certificates must be obtained from your local school for all minors 14 and 15 years of age before beginning work. 820 ILCS 205/9-12.

2. What hours can a minor legally work?

A 14 or 15 year old minor **may NOT work:**

- before 7 a.m.
- after 7 p.m. between Labor Day and June 1.
- after 9 p.m. June 1 through Labor Day.
- more than 8 hours when combining school and work hours.
- more than 24 hours during school weeks.
- more than 48 hours during non-school weeks.
- more than six days per week.

For example:

A minor who goes to school from 8am to 3pm (7 hours) may work for 1 hour between the time they get out of school and 7pm.

A minor who gets out of school early and attends school from 8am-1pm (5 hours) may work 3 hours between the time they get out of school and 7pm.

No matter the number of hours spent in school on any given day, the maximum number of hours a minor may work on any school day is 3 hours.

820 ILCS 205/3.

3. Do minors who are too young to attend school require a "work permit" for modeling/acting/performance work?

Yes. All minors under the age of 16 who are working as models, actors, and in performance work must apply for and receive an employment certificate prior to performing the work. 820 ILCS 205/8 and 8.1 and 56 Ill. Adm. Code 250.305-250.315.

Questions concerning 16 and 17 year old workers need to be directed to the [U.S. Department of Labor](#).



3433 Rupp Parkway
Decatur, IL 62526
Phone: 217-872-3721
Fax: 217-872-0239
www.roe39.org

Jill R. Reedy
Regional Superintendent
jreedy@roe39.org

Dr. Nancy Brodbeck
Assistant Superintendent
nbrodbeck@roe39.org

4. What kind of jobs are minors prohibited from performing?

There are 26 prohibited occupations which are considered "hazardous". Minors may not work in connection with these occupations. *820 ILCS 205/7 and 56 Ill. Adm. Code 250.205-250.255.*

1. In, about or in conjunction with any public messenger or delivery services, bowling alley, pool room, billiard room, skating rink (except an ice skating rink owned and operated by a school or unit of local Government); exhibition park or place of amusement, garage or as a bell boy in any hotel or rooming house or about or in connection with power-driven machinery.
2. In the oiling, cleaning or wiping of machinery or shafting
3. In or about any mine or quarry
4. In stone cutting or polishing
5. In or about any hazardous factory work
6. In or about any plant manufacturing explosives or articles containing explosive components, in the use or transportation of same
7. In or about plants manufacturing iron or steel, ore reduction works, smelters, foundries, forging shops, hot rolling mills or any place in which the heating, melting or heat treating of metals is carried on
8. In the operation of machinery used in the cold rolling of heavy metal stock, or in the operation of power-driven punching, shearing, stamping or metal plate pending machines
9. In or about sawmills or lath, shingle or cooperage stock mills
10. In the operating of power driven woodworking machines or off bearing from circular saws.
11. In the operation of freight elevators to hoisting machines and cranes
12. In spray painting or in occupations involving exposure to lead or its compounds or to dangerous or poisonous dyes or chemicals.
13. In any place or establishment in which intoxicating alcoholic liquors are served or sold for consumption on the premises, or in which such liquors are manufactured or bottled; except as follows: (A) busboy and kitchen employment, not otherwise prohibited, when in connection with the service of meals at any private club, fraternal organization or veteran's organization shall not be prohibited by this subsection; (B) this subsection 13 does not apply to employment that is performed on property owned or operated by a park district, as defined in subsection (a) of Section 1-3 of the Park District Code, if the employment is not otherwise prohibited by law
14. In oil refineries, gasoline blending plants or pumping stations on oil transmission lines
15. In operation of laundry, dry cleaning or dying machinery
16. In occupations involving exposure to radioactive substances
17. In or about any filling station or service station
18. In construction work, including demolition and repair
19. In roofing operations
20. In excavating operations
21. In logging operations
22. In public and private utilities and related services
23. In operations in or in connection with slaughtering, meat packing, poultry processing and fish and seafood processing
24. In operations which involve working on an elevated surface, with or without use of equipment, including but not limited to ladders and scaffolds
25. In security positions or any occupation that requires the use or carrying of a firearm or other weapon, or
26. In occupations which involve the handling or storage of blood, blood products, bodily fluids or body tissue.