

READ FIRST

Once the form is completed by the employer and the employee, the employee should bring the form to Lakeland Union High School office along with the necessary forms of identification and \$10.00. Questions? Call 715-356-5252.

INSTRUCTIONS FOR WORK PERMIT:

Documents Required:

1. **Work permit application** - three part form, information must be completed in it's entirety for each section:
 - a. Student information
 - b. Employer information – must have employer's signature
 - c. Parent information – must have parent/guardian signature

2. **Proof of age** – original certified documents required
 - a. Birth Certificate -OR-
 - b. Baptismal Certificate

3. **Original Social Security card**

Student must be present to sign the actual work permit.

There is a \$10.00 fee for the work permit.

EMPLOYERS:

Wisconsin Statutes require that all minors have work permits BEFORE starting to work. To ensure compliance and avoid delays, please use this form when hiring a minor.

Photocopy as needed.

WISCONSIN CHILD LABOR PERMIT APPLICATION

EMPLOYEE / STUDENT INFORMATION

Minor's Full Name: _____

Age: _____ Date of Birth: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

School Attending: _____

School Address: _____

City: _____ State: _____ Zip: _____

Has student obtained a work permit in the past? Yes _____ No _____

Was the work permit obtained from Lakeland Union High School? Yes _____ No _____

EMPLOYER INFORMATION

Employer: _____

Mailing Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Nature of Employer's Business: _____

Types of work minor will be doing (be specific): _____

Time of day minor will be working: _____ Hrs/Wk: _____

Employer Signature: _____ Date: _____

PARENT OR LEGAL GUARDIAN INFORMATION

I give my permission for my child to work at the above business:

Signature: _____ Date: _____

****Please be advised that minors must notify the manager if they are currently holding or later obtain more than one job.**