



Office of the Superintendent

Dear Work Permit Applicant,

Enclosed are the forms you need to complete in order to secure a work permit from Lisle School District 202. You need to be between 14 and 16 years old (12-13 for umpires and referees) and a resident of District 202. If you will be working during the school year, Mr. Jeffrey Howard (Lisle High School Principal) or Mr. David Kearney (Lisle Jr. High Principal) will need to sign the Principal's Statement.

Work permits are issued between the hours of 8:00 a.m - 3:00 p.m. Monday through Friday. Please contact the registrar to make an appointment or if you have questions regarding the process. You may also contact the District Office if you are applying for a work permit on a non-attendance school day or during the summer.

For the high school registrar, contact Judi Hochstetter at 630-493-8310

For the junior high school registrar, contact Carmen Marriner at 630-493-8206

For the district office, contact Marilyn Buchholz at 630-493-8016

APPLICANTS - PROCEED AS FOLLOWS:

1. Have a Statement of Prospective Employer filled in completely.
2. Have the Official Principal's Statement filled in by the Principal of the school now attending. (Only when school is in session.)
3. Have proof of age: (a) Birth Certificate or (b) Baptismal Certificate

Bring in the above items to the appropriate school or district office for completion of the Employment Certificate.

CERTIFICATION OF PARENTS' APPROVAL

_____ give permission for
(I or we)

(Child's Name)

to work at

as a

(parent or guardian)

(address)

Date

STATEMENT OF PROSPECTIVE EMPLOYER

_____ expect to give present employment to
(I or We)

_____ as a
(name of employee)

(state nature of intended employment)

for _____ hours a day and _____ days a week upon receipt of proper Employment Certificate required by law. Minors under 16 years of age may not be employed before 7:00AM or after 7:00PM, nor more than 3 hours on school days and 8 hours on days when school is not in session. There must also be one day of each week when a minor is not in school or at work.

(city or town)

(name of prospective employer)

(address of employer)

(state title, i.e., Manager, etc.)

(telephone number of employer)

**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 the above-named minor was born _____ and

has completed the _____ Grade. He or she is in school from _____ AM to _____ PM 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.

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 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.