

WORK PERMITS

If you are under the age of 18, you will need a work permit.

You also need a separate work permit for each employer.

The items needed to obtain a work permit are:

- 1) Proof of age - **WI Driver's license, Birth Record, Baptismal Record, WI ID card.**
- 2) **Letter from the employer** stating the intent to employ you along with your job duties, hours of work and time of day you will be working.
- 3) **Letter from your parent or guardian** consenting to the employment. As an alternative, the parent, guardian or foster parent may countersign the employer's letter.
- 4) **Your social security card.** The only exception is a letter from the Social Security Administration Office stating that you have applied for a new card.
- 5) **Statutory permit fee is \$10.00.** The employer is required to pay the permit fee. If you pay the fee, your employer must reimburse you no later than your first paycheck.

To apply for a work permit,

see Mrs. Johnson in the District office.

School Days: 7:30 a.m. - 4:00 p.m.

Summer: 9:00 a.m. – 3:00 p.m. Monday thru Thursday

(Call for summer appointment to insure Mrs. Johnson is in the office.

Her number is 715-778-5551, ext 5301)

**ALL FIVE ITEMS ARE MANDATORY IN ORDER TO
OBTAIN A WORK PERMIT**