

DISTRICT OF COLUMBIA PUBLIC SCHOOLS

**Official Work Permit and Child Labor Application
NOT OFFICIAL UNLESS SCHOOL STAMP or SEAL AFFIXED**

R
NO

Date of Application _____

Work Permit Number _____
Date Issued _____

| | | | | | |
|---|-----------------|-----|----------------|---|--|
| A. To be completed by issuing officer | | | School: | | |
| Name and Address of Minor (Please Print) _____ _____ _____ | Date of Birth | | | Signature of Issuing Officer _____ Date _____ | |
| | Month | Day | Year | | |
| | Sex (M/F) _____ | | | A copy of (3) Required Documents received from applicant: _____ _____ Birth Certificate _____ Social Security Card _____ Intent to employ on letterhead from perspective employer | |

B. To be completed by parent, guardian or legal custodian

I, the parent, guardian or legal custodian of the above-named minor, request the issuance of an employment certificate as indicated below: (Please select only one)

_____ Regular Work Permit _____ Vacation Work Permit _____ Theatrical Work Permit

Please print address below: _____ Telephone Number: _____

Signature of Parent, Guardian, or Legal Custodian: _____ Date: _____

C. To be completed by prospective employer: Please attach a letter of intent to employ on company letterhead.

The undersigned expects to employ the minor as _____ in the industry of _____
(type of work) (type of industry)

The minor will work during such times and in accordance with the maximum hours permissible by law as established by the U.S. Department of Labor - Child Labor Regulations.

| | | | | | | | | | | | | | | | |
|---|---|----------|----------|----------|----------|----------|-----|-----|----------|----------|----------|----------|----------|----------|----------|
| <p>Hours of Employment for minors Ages 14 & 15: Minors may not work before 7 AM or after 7 PM, EXCEPT June 1st through Labor Day when they may work until 9 PM.</p> <p>Hours of Employment for minors Ages 16 & 17: Minors may not work before the hour of 6 AM or after 10 PM at any time (including weekends). Minors under 18 years of age may NOT work more than 8 hours in any one day or more than 6 days in a week, for a total of 48 hours in a week. Minors under 18 should not work during school hours if enrolled.</p> <p>PROHIBITED EMPLOYMENT: Minors 14 and 15 years of age may NOT be employed (1) in the operation of any power machinery or the oiling, wiping, or cleaning of machinery (other than standard office machinery) or (2) on any construction site including office work performed on the actual construction site. Minors under the age of 18 may NOT be employed (1) working in any quarry, tunnel or excavation, (2) operating any freight, or non-automatic elevator, or (3) in any establishment that serves alcoholic beverages.</p> | <p>Employer: Within the limitations as identified in "Hours of Employment," please fill out the following:</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td align="center">Sun</td> <td align="center">Mon</td> <td align="center">Tue</td> <td align="center">Wed</td> <td align="center">Thur</td> <td align="center">Fri</td> <td align="center">Sat</td> </tr> <tr> <td align="center">____ hrs</td> <td align="center">____ hrs</td> <td align="center">____ hrs</td> <td align="center">____ hrs</td> <td align="center">____ hrs</td> <td align="center">____ hrs</td> <td align="center">____ hrs</td> </tr> </table> <p>Maximum hours: per day _____ per week _____</p> <p>Name, address and telephone number of employer: _____ _____ _____ Zip _____</p> <p>Signature of Manager: _____</p> | Sun | Mon | Tue | Wed | Thur | Fri | Sat | ____ hrs | ____ hrs | ____ hrs | ____ hrs | ____ hrs | ____ hrs | ____ hrs |
| Sun | Mon | Tue | Wed | Thur | Fri | Sat | | | | | | | | | |
| ____ hrs | ____ hrs | ____ hrs | ____ hrs | ____ hrs | ____ hrs | ____ hrs | | | | | | | | | |

D. Theatrical Permit Applicants: This section is to be completed by examining physician. If the minor is under 16 years of age, please attach to this application the completed Certificate of Physical Fitness signed by the examining physician along with the Application for Theatrical Work Permit.

I hereby certify that the minor listed on this form has been thoroughly examined and:
_____ is physically qualified for the employment specified in the statement of the prospective employer.
_____ is physically qualified for the period of _____, after which time a new examination is required.
_____ is physically qualified with the following limitations: _____

Signature of Examiner: _____ Date: _____
Address of Examiner: _____