

## INSTRUCTIONS REGARDING THE ISSUING OF WORK PERMITS

FIRST – Print the work permit application form (page 1 and page 2) from the Stebbins/Student Services web page.

PART ONE – Parent/Legal guardian will fill this section out, giving the minor permission to work.

PART TWO – The Company/Employer that is hiring your minor will fill this section out.

PART THREE – Your minor’s physician will fill this section out. (You may use a copy of your child’s athletic physical for this section (as long as the athletic physical is within one (1) year from the date of the physical).

Once the **three**-part application has been completed and submitted to Student Services, it will take 24 hours to process. The minor/student must sign to pick up the work permit.

## INFORMATION REGARDING THE RE-ISSUING OF WORK PERMITS

If you change employment before you reach the age of 18, the only sections needed for a new work permit is the “Pledge of Employer” and “Student/Applicant Information” **unless** the “Physician’s Certificate” has expired. The “Physician’s Certificate” is valid for one (1) year from the date of the physical.

If the “Physician’s Certificate” is still valid, you must bring the completed “Pledge of Employer” and “Student/Applicant Information” to Student Services. If not, then you must complete all “three” sections of the application form.

**The processing time is the same, 24 hours.**