

HOMESTEAD HIGH SCHOOL WORK PERMIT OFFICER(S) LINDA WINTERS (262) 238-5652
SUMMER OFFICER: JULIE BURKE (262) 238-5677
WORK PERMIT APPLICATION/INFORMATION – PLEASE ALLOW 24 HOURS FOR COMPLETION

Effective June 23, 2017: 16 and 17 year-old minors no longer need a work permit prior to beginning work.

REQUIREMENTS FOR “EMPLOYMENT OF MINORS”

1. **Letter from the Employer:** (including the employer’s full address and phone number) stating the intent to employ the minor along with the job duties and estimated hours of work and times of day the minor will be working **OR** this form fully completed by Employer, Minor, and Parent or Guardian.
2. **Proof of Age: Original Birth Certificate** (with raised seal), **Driver’s License, or State ID.** **Passports are not an acceptable form of ID at this time.**
3. **The Minor’s: ORIGINAL SOCIAL SECURITY CARD or a good copy of it.**
4. **If the minor’s Social Security card is lost:** The minor and their parent or legal guardian must apply for a new card at any social security office. Bring the receipt from that social security office to verify proof of applying for a new card, and in addition to that receipt, provide any legal document with the minor’s social security number on it, or wait for the new card to arrive in the mail to apply for a work permit.
5. **Parent or Guardian must authorize the minor’s employment** by countersigning the Employers letter or by fully completing this form and signing it below. Only one or the other is necessary.
6. **WORK PERMIT FEE IS \$10.00.** The Employer is required to pay the permit fee, however, if the minor advances the fee the Employer shall reimburse the minor not later than the first paycheck. There is no fee when the student is employed by the Mequon-Thiensville School District.
7. **If the minor does not attend Homestead High School or does not have a sibling attending HHS:** Provide your complete mailing address, a parent or guardian contact number, and name of school the minor attends.

TO BE COMPLETED BY EMPLOYER IF AN EMPLOYMENT VERIFICATION LETTER IS UNAVAILABLE

Work Permit Issued to _____ AGE _____

Home Address _____ (City) _____ (State) _____ (Zip Code) _____

Business Name of Employer _____

Phone _____ Type of Business _____

Type of Work minor will be doing _____ Est. working hours _____ Do Parents own Business? YES ___ NO ___

Employer’s Address _____ City _____ State _____ Zip Code _____

Employer’s Signature _____

MUST BE COMPLETED BY PARENT OR GUARDIAN

_____ has my permission to work for the above business.

Minor’s Name _____ School She or He Attends _____

Parent/Guardian Signature _____ Phone _____ Date _____