

Obtaining a Work Permit

If you are a minor between the ages of 14-17 and will be getting a job, here are some things that you should know regarding work permits:

- Bishop Stang High School DOES NOT issue work permits. We issue letters of proof of enrollment and attendance. You will need this document to obtain your work permit. Obtain this letter from our School Counseling Office.
- **If you live in the state of MA and will be working in MA**, the local superintendent's office, in the town/city where you reside, will issue your work permit. However; all towns/cities are different and sometimes permits are issued directly at the local high school. ***It is highly suggested***, that you make a call to your local superintendent's office to make sure you go to the correct location.
- **If you live in the state of RI and will be working in RI**, the same applies; the local superintendent's office, in the town/city where you reside, will issue your work permit. However; all towns/cities are different and sometimes permits are issued directly at the local high school. ***It is highly suggested***, that you make a call to your local superintendent's office to make sure you go to the correct location.
- **If you live in the state of RI and will be working in MA**, you will need to follow the MA Department of Labor Rules and Regulations and bring all of your documents to the **superintendent's office of the town/city where you will be employed**. Again – I highly suggest that you make a phone call to that town/city's superintendent's office to confirm.

**PLEASE SEE THE FLOW CHART ON THE NEXT TWO PAGES
MASS.GOV – DEPARTMENT OF LABOR AND TRAINING**

Minor (Ages 14-17) Employment Permit Process

NOTE: This process is specific to a job. A new permit must be issued if the minor changes jobs, obtains a different position with the same employer, and for each additional employment position or job.

Minor must obtain job offer from employer (may be verbal)

Obtain Work Permit Application from Department of Labor Standards website: <http://www.mass.gov/dols/youth>

Have employer complete the "Promise of Employment" section of the Work Permit Application.

Is the Minor 14 or 15 years old?

If yes:

Doctor must complete "Physician's Certificate of Health" section of Work Permit Application. Minor must obtain School Record from school last attended. School Record can be obtained by the Department of Elementary and Secondary Education Security Portal by a designated School official.

If no:

"Physician's Certificate of Health" not required. Obtain proof Minor meets requirements for completion of 6th grade.

Parent/Guardian/Custodian and Minor must review "Summary of Massachusetts Laws Regulating Minors' Work Hours and Occupations Restrictions" and assess whether the new job meets work hours and restrictions.

If the new job will meet work hours and restrictions, the Parent/Guardian/Custodian must sign the Work Permit Application in section 4 and the minor must sign the Work Permit Application in section 5.

GO TO NEXT PAGE

Minor (Ages 14-17) Employment Permit Process

CONTINUED FROM PREVIOUS PAGE

