

**DISTRICT OF COLUMBIA PUBLIC SCHOOLS  
OFFICE OF YOUTH ENGAGEMENT**

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

N  
NO

Date of Application \_\_\_\_\_

Work Permit Number \_\_\_\_\_  
Date Issued \_\_\_\_\_

<b>A. To be completed by issuing officer</b>			<b>School:</b>																
Name and Address of Minor (Please Print)  _____  _____  _____	Date of Birth			_____ Signature of Issuing Officer      _____ Date															
	Month	Day	Year	<b>A copy of (3) Required Documents received from applicant:</b>  _____ Birth Certificate      _____ Social Security Card _____ Intent to employ on letterhead from perspective employer															
	Sex (M/F) _____																		
<b>B. To be completed by parent, guardian or legal custodian</b>																			
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: _____																			
<b>C. To be completed by prospective employer: Please attach a letter of intent to employ on company letterhead.</b>																			
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.																			
<b>Hours of Employment for minors Ages 14 &amp; 15:</b> Minors may <b>not</b> work before 7 AM or after 7 PM, EXCEPT June 1 <sup>st</sup> through Labor Day when they may work until 9 PM.			<b>Employer: Within the limitations as identified in "Hours of Employment," please fill out the following:</b>  <table style="width:100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Sun</td> <td style="text-align: center;">Mon</td> <td style="text-align: center;">Tue</td> <td style="text-align: center;">Wed</td> <td style="text-align: center;">Thur</td> <td style="text-align: center;">Fri</td> <td style="text-align: center;">Sat</td> </tr> <tr> <td style="text-align: center;">__hrs</td> <td style="text-align: center;">__hrs</td> <td style="text-align: center;">__hrs</td> <td style="text-align: center;">__hrs</td> <td style="text-align: center;">__hrs</td> <td style="text-align: center;">__hrs</td> <td style="text-align: center;">__hrs</td> </tr> </table> Maximum hours: per day _____ per week _____			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										
<b>Hours of Employment for minors Ages 16 &amp; 17:</b> Minors may <b>not</b> work before the hour of 6 AM or after 10 PM at any time (including weekends). Minors under 18 years of age may <b>NOT</b> 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.																			
<b>PROHIBITED EMPLOYMENT:</b> Minors <b>14 and 15</b> years of age may <b>NOT</b> 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 <b>under the age of 18 may NOT</b> 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.			<b>Name, address and telephone number of employer:</b>  _____ _____ _____ Zip _____  Signature of Manager: _____																
<b>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.</b>																			
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: _____																			