APPLICATION FOR ILLINOIS WORK PERMIT
THINGS NEEDED TO APPLY

The following items are REQUIRED for verification of information under the State of Illinois Child Labor Law (820 ILCS 205). NO EXCEPTIONS CAN BE MADE.

Bring all of these items to the Willowbrook High School Student Services Office. Please call to make an appointment: (630) 530-3417 or (630) 530-3427.

1. Copy of Birth Certificate
2. Copy of Social Security Card
3. Illinois High School Physical Form from the Willowbrook High School nurse
4. Transcript or Grade Report from the Student Services Office (most recent) to show that student is making satisfactory academic progress
5. Parent/Guardian Permission: A signed and dated letter from the parent/guardian stating that they know where the student is applying for a job, and that they give their permission for the student to work there.
6. Letter of Intent to Employ from prospective employer (or signed statement on work permit application form) which should be on company letterhead and include the nature of occupation, the number of hours per day and week that the student will work and be signed and dated by the employer.
7. Work Permit Application Form (attached) filled out completely.
8. The parent/guardian and the minor must be present at the time this application is filed as REQUIRED under section 205/12 of the State of Illinois Child Labor Law. The parent must also sign the Work Permit Application Form in person.

IMPORTANT: Please refer to the State of Illinois Child Labor Law 820 ILCS 205/7 for the list of prohibited hazardous occupations for which minor work permits may not be issued, including, but not limited to any establishment in which alcoholic beverages are served/sold.