



QUINCY SENIOR HIGH SCHOOL

Phone 217-224-3770 Fax 217-228-7149
3322 Maine Street Quincy IL 62301
qps.org/qhs

Dear Parent /Guardian and Student:

Attached are the necessary forms needed to apply for child employment through the Illinois Department of Labor. All the information listed below must be completed.

- 1. *Completed Employment Certificate Application Form.*** Student and Parent Complete the top portion of the form. Place of Employment must complete the bottom portion of the form or provide intention of employment on letterhead with work description and schedule signed by employer.
- 2. *Completed Physical Fitness Form signed by a Physician.*** Physical must be dated within a year of the work permit application.
- 3. *Certified Birth Certificate.*** Will be copied at the meeting with administrator.
- 4. *Social Security Card.*** Must be shown at the meeting with administrator.
- 5. *Parent or Guardian and Student meeting must take place at Quincy Senior High School with a school administrator.***

All forms must be completed before the meeting and given to the administrator at the time of the meeting.

Call Amy McCleery at 217-224-3770 ext.1601 to schedule a meeting.

Thank You,

QHS Administration

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EMPLOYMENT CERTIFICATE APPLICATION FORM

The Work Permit is ONLY Issued and VAILD for Students 15 years old or younger as per the Illinois Department of Child Labor Law.

Date: _____ Name of Student: _____ Circle One
Male/Female

Address: _____
City State Zip

Phone: _____ Social Security #: _____

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To Be Completed by PARENT(S): I have read the statement from the employer below and give my son/daughter permission to work in his/her establishment.

Parent Name: _____ Parent Signature: _____

Parent Address: _____
City State Zip

Phone: _____ Date: _____

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To Be Completed by EMPLOYER: Please fill in the following information or submit a letter on company letterhead including the same information. Including date of employment.

I agree to employ the above named student.

Is liquor served: Yes No Summer work Only? Yes No

Place of Employment: _____ Nature of Industry: _____

Address: _____
City State Zip

Type of work to be done: _____

Position: _____

Student will work _____ hours on school days and not more than eight hours on days when school is NOT in session; or _____

Employer's Name (Print): _____

Employer's Signature: _____ Phone: _____

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COPIES OF THE APPLICANT'S OFFICAL BIRTH CERTIFICATE, ORIGINAL SOCIAL SECURITY CARD, PRINCIPAL'S STATEMENT, AND A PHYSICAL DATED WITHIN A YEAR MUST ACCOMPANY THIS APPLICATION FOR IT TO BE PROCESSED

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CERTIFICATE OF PHYSICAL FITNESS

Required by Section 12 of the Child Labor Law, 820 ILCS 205/1-22

Name: _____ Date of Birth: _____

Address: _____

City: _____ State: _____ Zip: _____

Sex: _____ Eye Color: _____ Hair Color: _____

Weight: _____ Height: _____ B/P: _____ / _____

Skin: _____ Ears: _____

Eyes: _____ Nose: _____

Throat: _____ Mouth: _____

Cardiovascular: _____ Respiratory: _____

Name of Employer: _____

Address of Employer: _____

City: _____ State: _____ Zip: _____

Description of Work Requested: _____

Remarks/Comments/Restrictions: _____

Approved: _____ Not Approved: _____

Physician's Name (Printed): _____

Address: _____

Phone: _____

Physician's Signature: _____ Date: _____

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State Of Illinois, Department Of Labor

Principal's Statement To Issuing Officer

Required by Section 12 of the Child Labor Law, 820 ILCS 205/1-22

Date: _____ Name of School: _____

This is to certify that the undersigned has interviewed _____
residing at _____ and that
said minor requests that an employment certificate be issued permitting employment outside of
school hours.

The school records disclose that above-named minor was born _____ and has
completed the _____ Grade. The minor is in school from _____ AM to _____ PM
with _____ hour for lunch.

Parents' names are:

Parents/Legal Guardians: _____

According to the school records, above-named minor is making satisfactory progress; therefore, I
recommend an employment certificate be issued for present employment.

Principal _____ By _____

MINOR, PLEASE NOTE: EMPLOYMENT CERTIFICATES ARE ISSUED BY CITY AND COUNTY
SUPERINTENDENTS OF SCHOOLS OR THEIR DULY AUTHORIZED AGENTS IN EACH SCHOOL DISTRICT.

NOTE: THIS IS NOT AN EMPLOYMENT CERTIFICATE BUT SHOULD BE DELIVERED TO THE ISSUING
OFFICER WHO WILL ISSUE NECESSARY CERTIFICATE AS REQUIRED BY LAW. THIS FORM MAY BE
REPRODUCED BY LOCAL SCHOOL AUTHORITIES AND ADDITIONAL INFORMATION ADDED IF
NECESSARY TO MEET LOCAL CONDITIONS.

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Got a Job? Get a Permit!

To protect the safety of Illinois teenagers, and place a priority on their education, minors age 14 or 15 may work, but not without first obtaining an Employment Certificate from their local high school or school administration staff.

It's the Law.

Homework Done?

You may work:

During the School Year:

- between 7AM and 7PM**
- up to 3 hours per school day but not more than 8 hours per day when work & school are combined**
- up to 8 hours on a non-school day**
- up to 24 hours a week, but not more than six consecutive days**

During Summer Break, June 1st through Labor Day:

- between 7AM and 9PM**
- up to 48 hours a week, but not more than six consecutive days**

Exceptions:

- Most work for persons in their private homes, such as babysitting and yard work.
- Minors may sell and distribute magazines and newspapers, and/or engage in agriculture pursuits outside of school hours and 13 year-olds can work as golf caddies.

The Procedure for Teens - It's A, B, C

- A. When you find a job, you need a 'letter of intent to hire' from the prospective employer. It must outline the hours you will be working and what you will be doing.
- B. You and your parent or guardian must take this application to your school and request to see the issuing officer for an Employment Certificate.
- C. The issuing officer will review for safety and check for conflicts with your school schedule. If everything is okay, you will be issued an employment certificate to give to your new employer.

For Employers - It's Simple!

No employment certificate for a teen under age 16 means NO WORK!

Employers who work with 14 and 15 year old teens without having a work permit on the premises, are subject to fines by the Illinois Department of Labor. Children under age 14 are not employable. (See Exceptions above)

Ages 16 to 19: If your employer requires "proof of age" from you, the issuing officer mentioned in step B above can provide you with a Proof of Age Certificate.

CHILD LABOR HOTLINE: 1-800-645-5784

SAFETY FIRST COMMON PROHIBITED OCCUPATIONS

Work is Prohibited IN ANY CAPACITY:

- On premises where liquor is served or sold.
- Occupations at filling or service stations, including the retail portion thereof.
- Any car wash that uses power driven machinery, or involves the moving of motor vehicles in its course of operation, provided that office and other non-hazardous employment shall not be prohibited.
- Occupations requiring the use of power-driven machinery.
- Most occupations in logging and saw milling.
- Any occupation in construction, including demolition and repair.
- Occupations involving the use of ladders, scaffolds, or their substitutes.
- Occupations involving contact with moving vehicles.
- Occupations involving laundry, dry-cleaning, or rug cleaning.

For a complete list please refer to the
Child Labor Law, 820-ILCS 205/1-22 and
Administrative Code, 56 Ill. Adm Code 250
which can be found on the following web site:
<https://labor.illinois.gov/laws-rules/fls/child-labor-law.html>

ILLINOIS DEPARTMENT OF LABOR
Fair Labor Standards Division
160 North LaSalle Street - Suite 1300
Chicago IL 60601

WHAT YOU NEED TO KNOW TO COMPLY WITH THE CHILD LABOR LAW
Child Labor Law Information: 312-793-5570
Child Labor Hotline: 800-645-5784

HOURS RESTRICTIONS:

- When school is in session, children 14 and 15 years of age may work:
 - Up to 3 hours per day;
 - Up to 24 hours per week; AND
 - The combined hours of school and work may not exceed 8 hours per day.
- When school is NOT in session (including summer vacations, holidays and weekends), children under the age of 16 may NOT work:
 - More than 8 hours per day;
 - More than 6 days per week; nor
 - More than 48 hours per week.
- Allowed hours of work are 7am to 7pm except between June 1st and Labor Day, when working hours may be extended to 9pm.
- A scheduled meal period of at least 30 minutes shall be provided no later than the 5th consecutive hour of work.

Employers of minors shall post a schedule stating the hours of work and time of the lunch period. The employer shall also furnish any minor with a statement describing the specific nature of the work to be performed and the hour and days the minor is to work. The minor must present this statement to the issuing officer at the minor's school (or the school district if the child has not yet been enrolled in school) along with a copy of minor's birth certificate. The minor must be accompanied by a parent or guardian.

When both the Illinois Child Labor Law and Fair Labor Standards Act provisions cover the establishment, the stricter of the two laws will prevail.

The Child Labor Law does not apply to the following:

- Sale and distribution of magazines and newspapers at hours when the school of the district are not in session;
- Employment of a minor outside of school hours in and around a home of an employer when the work is not business related;
- Work of a minor 13 or more years of age, in caddying at a golf course;
- Minors 12 and 13 years of age employed as officials at certain sports activities.

OCCUPATIONS DEEMED HAZARDOUS TO MINORS

Minors under age 16 MAY NOT WORK in any of the following Hazardous Occupations:

- In, about or in conjunction with any public messenger or deliver service, bowling alley, pool room, billiard room, skating rink (except an ice skating rink owned and operated by a school or unit of local government); exhibition park or place of amusement, garage or as a bell boy in any hotel or rooming house or about or in connection with power-driven machinery.
- In the oiling, cleaning or wiling of machinery or shafting;
- In or about any mine or quarry;
- In stone cutting or polishing;
- In or about any hazardous factory work;
- In or about any plant manufacturing explosives or articles containing explosive components, in the use of transportation of same;
- In or about plants manufacturing iron or steel, ore reduction works, smelters, foundries, forging shops, hot rolling mills or any place in which the heating melting or heat treating of metals is carried on;
- In the operation of machinery used in the cold rolling of heavy metal stock, or in the operation of power-driven punching, shearing, stamping or meta [late pending machines;
- In or about sawmills or lath, shingle or cooperage stock mills;
- In the operation of power driven woodworking machines or off bearing from circular saws;
- In the operation of freight elevators or hoisting machines and cranes;
- In spray painting or in occupations involving exposure to lead or its compounds or to dangerous or poisonous dyes or chemicals;
- In any place or establishment in which intoxicating alcoholic liquors are served or sold for consumption on the premises, or in which such liquors are manufactured or bottled; except as follows:
 - busboy and kitchen employment, not otherwise prohibited, when in connection with the service of meals at any private club, fraternal organization or veteran's organization shall not be prohibited by this subsection;
 - this subsection 13 does not apply to employment that is performed on property owned or operated by a park district, as defined in subsection (a) of Section 1-3 of the Park District Code, if the employment is not otherwise prohibited by law;
- In oil refineries, gasoline blending plants or pumping stations on oil transmission lines;
- In operation of laundry, dry cleaning or dyeing machinery;
- In occupations involving exposure to radioactive substances;
- In or about any filling station or service station;
- In any car wash that uses power driven machinery, or involves the moving of motor vehicles in its course of operation, provided that office and other non-hazardous employment shall not be prohibited.
- In construction work, including demolition and repair;
- In roofing operations;
- In excavating operations;
- In logging operations;
- In public and private utilities and related services;
- In operations in or in connection with slaughtering, meat packing, poultry processing and fish and seafood processing.
- In operations which involve working on an elevated surface, with or without use of equipment, including but not limited to ladders and scaffolds;
- In security positions or any occupation that requires the use or carrying of a firearm or other weapon; or
- In occupations which involve the handling or storage of blood, blood products, body fluids or body tissue.

For a complete list please refer to the Child Labor Law, 820-ILCS 205/1-22 and Administrative Code, 56 Ill. Adm Code 250 which can be found on the following web site: <https://labor.illinois.gov/laws-rules/fls/child-labor-law.html>

WORK PERMIT AND AGE CERTIFICATE REQUIREMENTS:

WORK PERMITS

Work Permits are issued to minors 0 months - 15 years.

Employment certificates cannot be issued to minors 0 months through 13 years of age unless the minor will be employed as a model (Section 250.260 of the Child Labor Law.

The following are required:

- 1. A WRITTEN APPLICATION MUST BE COMPLETED** in order to obtain a work permit for a minor and is required under section 205/12 of the Illinois Child Labor Law.
- 2. THE PARENT/GUARDIAN MUST BE PRESENT** when you are issuing a work permit to someone 15 years of age or younger. The parent/guardian's presence at the time the application is filed is required under section 205/12 of the Illinois Child Labor Law.
- 3. THE MINOR CHILD MUST BE PRESENT** when you are issuing a work permit. The parent may not come in without the minor child to obtain a work permit for the minor child.
- 4. YOU MUST HAVE THE MINOR CHILD'S SOCIAL SECURITY CARD.** We do not number work permit forms. Instead of permit numbers, we will use the minors social security number.
- 5. ITEMS NEEDED FOR VERIFICATION BEFORE A WORK PERMIT CAN BE ISSUED:**
 - A statement of intention to employ signed by the prospective employer listing the nature of the occupation in which he intends to employ the minor. The exact hours of the day and numbers of hours per day and week must be listed.
 - Verification of age, proven by:
 - Birth Certificate furnished by the State/County or a signed statement of the recorded place of birth issued by a registrar of vital records or Passport or Certificate of baptism duly certified showing the date of birth and place of baptism of the child.
 - Phone Number and Current Address
 - Social Security Card
 - Principal's Statement
 - Physical dated within one year of the date the minor is applying

CERTIFICATE OF AGE

A certificate of age is only issued to persons between the age of 16 and 20 years old. This is not a work permit, but only certifies his/her age and can be issued to anyone 16 - 20 years of age upon request.

IL DEPARTMENT OF LABOR FORMS MUST BE USED;
OTHER FORMS WILL NOT BE ACCEPTED!!!