



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 a child employment certificate through the Illinois Department of Labor. All the information listed below must be completed.

- ***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.
- ***Completed Physical Fitness Form or School Physical.*** A School Physical **OR** the Certificate of Physical Fitness form in this packet can be used. Must be dated within a year of the work permit meeting.
- ***Principal / Issuing Officer Statement.*** For QHS students this will be completed by the issuing officer at the meeting. For Non QHS students this must be completed by the student's principal.
- ***Certified Birth Certificate.*** Will be copied at the meeting with the school issuing officer.
- ***Parent / Guardian and Student meeting must take place at Quincy Senior High School with a school issuing officer.***

All forms must be completed before and provided at the time of the meeting.

Call Amy McCleery at 217-224-3770 ext.1629 to schedule a meeting.

Thank You,

QHS Administration

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EMPLOYMENT CERTIFICATE APPLICATION FORM

PLEASE COMPLETE IN BLUE OR BLACK INK

STUDENT COMPLETES

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: _____

Address: _____

Student Phone: _____ City _____ State _____ Zip _____
Circle One: Male Female

PARENT COMPLETES

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

Parent Name: _____ Parent Signature: _____

Parent Address: _____

Phone: _____ Date: _____ City _____ State _____ Zip _____

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.

EMPLOYER COMPLETES

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: _____

COPIES OF THE APPLICANT'S OFFICAL BIRTH CERTIFICATE, A PHYSICAL DATED WITHIN A YEAR, AND A PRINCIPAL STATEMENT MUST ACCOMPANY THIS APPLICATION FOR IT TO BE PROCESSED. FOR QHS STUDENTS THE PRINCIPAL STATEMENT WILL BE COMPLETED AT THE APPOINTMENT.

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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: _____

Name of Employer: _____

Address of Employer: _____

City: _____ State: _____ Zip: _____

Description of Work Requested: _____

Remarks (Physical Fitness for Requested Work: _____

Questions for Health Care Provider:

Based on your examination, should there be any restrictions on the minor's work duties?

Based on your examination, does the minor need to be re-evaluated sooner than one year from the date of this examination before being allowed to continue work?

Name of Examiner (Printed): _____

Address: _____

Phone: _____

Examiner Signature: _____ Date: _____

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State Of Illinois, Department Of Labor

Principal / Issuing Officer Statement

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.

Issuing Officer (Print) _____ Signature _____

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 **but not more than 8 hours per day when work & school are combined**
- up to 8 hours on a non-school day
- up to 18 hours a week

During Summer Break, June 1st through Labor Day:

- between 7AM and 9PM
- up to 40 hours a week

A scheduled meal period of at least 30 minutes shall be provided no later than the 5th consecutive hour of work.

Minors may NOT work:

- More than 18 hours during a week when school is in session;
- More than 40 hours during a week when school is not in session;
- More than 8 hours in any single 24-hour period;
- More than 3 hours per day or more than 8 hours total of work and school hours on days when school is in session.

Exceptions:

- 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.

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

- A. When you find a job, have the employer fill out the Employer Section of the Employer Certificate Application Form. It must outline the hours you will be working and what you will be doing.
- B. You and your parent or guardian must call 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!

Employers are prohibited from hiring children under 16 years of age who fail to present an approved work permit.

Employers must schedule a meal period of at least 30 minutes for the minor(s) no later than the 5th consecutive hour of work.

Employers are to maintain records of minors employed, including employment certificates, on the premises where the minor is working.

Employers should always ensure proper supervision of minors and adhere to labor law restrictions and acceptable types of 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.

RESTRICTIONS ON THE EMPLOYMENT OF MINORS

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

- in any mechanic's garage, including garage pits, repairing cars, trucks, or other vehicles or using garage lifting racks;
- in the oiling, cleaning, or wiping of machinery or shafting;
- in or about any mine or quarry;
- in stone cutting or polishing;
- in any factory work;
- in or about any plant manufacturing explosives or articles containing explosive components, or in the use or transportation of same;
- in or about plants manufacturing iron or steel, ore reduction works, smelters, foundries, forging shops, hot rolling mills or any other place in which the heating, melting, or heat treatment 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 metal plate bending machines;
- in or about logging, 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 and repair of freight elevators or hoisting machines and cranes;
- in spray painting;
- in occupations involving exposure to lead or its compounds;
- in occupations involving exposure to acids, dyes, chemicals, dust, gases, vapors, or fumes that are known or suspected to be dangerous to humans;
- in any occupation subject to the Amusement Ride and Attraction Safety Act;
- in oil refineries, gasoline blending plants, or pumping stations on oil transmission lines;
- in the operation of laundry, dry cleaning, or dyeing machinery;
- in occupations involving exposure to radioactive substances;
- in or about any filling station or service station, except that this prohibition does not extend to employment within attached convenience stores, food service, or retail establishments;
- in construction work, including demolition and repair;
- in any energy generation or transmission service;
- 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 occupations that require the use or carrying of a firearm or other weapon;
- in occupations which involve the handling or storage of human blood, human blood products, human body fluids, or human body tissues;
- in any mill, cannery, factory, workshop, or coal, brick, or lumber yard;
- any occupation which is prohibited for minors under federal law; or
- in any other occupation or working condition determined by the Director to be hazardous.

No person shall employ, allow, or permit a minor to work at the following prohibited locations:

- any cannabis business establishment subject to the Cannabis Regulation and Tax Act or Compassionate Use of Medical Cannabis Program Act;
- any establishment subject to the Live Adult Entertainment Facility Surcharge Act;
- any firearm range or gun range used for discharging a firearm in a sporting event, for practice or instruction in the use of a firearm, or the testing of a firearm;
- any establishment in which items containing alcohol for consumption are manufactured, distilled, brewed, or bottled;
- any establishment where the primary activity is the sale of alcohol or tobacco;
- an establishment operated by any holder of an owners license subject to the Illinois Gambling Act; or any other establishment which State or federal law prohibits minors from entering or patronizing.

Additional restrictions include:

- An employer shall not allow minors to draw, mix, pour, or serve any item containing alcohol or otherwise handle any open containers of alcohol. An employer shall make reasonable efforts to ensure that minors are unable to access alcohol.
- An employer may allow minors aged 14 and 15 to work in retail stores, except that an employer shall not allow minors to handle or be able to access any goods or products which are illegal for minors to purchase or possess.
- No person shall employ, allow, or permit an unlicensed minor to perform work in the practice of barber, cosmetology, esthetics, hair braiding, and nail technology services requiring a license under the Barber, Cosmetology, Esthetics, Hair Braiding, and Nail Technology Act of 1985, except for students enrolled in a school and performing barber, cosmetology, esthetics, hair braiding, and nail technology services in accordance with that Act and rules adopted under that Act.
- A person may employ, allow, or permit a minor to perform office or administrative support work that does not expose the minor to the work prohibited in this Section.

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. **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
 - 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.