

APPLICATION FOR WORK PERMIT

**Instructions: Please print clearly using a black ink pen, or type information.
Form will not be accepted if not filled out completely and containing necessary signatures.**

To be completed by MINOR	
Name:	
Address:	
City/State/Zip:	
Phone #:	Social Security #:
Date of Birth:	Current Age:
Place of Birth:	Sex: (circle) M F

To be completed by EMPLOYER	
Employer:	Phone #:
Address:	
City/State/Zip:	
Nature of Employer's Business:	
Job Duties:	
Hours per day:	Time of Day:
Employer Authorizing Minor's Employment (please print):	
Date:	Signature:

To be completed by PARENT/GUARDIAN	
I am aware of the above named minor's employment and approve of such.	
Parent/Guardian Name (please print):	
Date:	Signature:

WHAT MINORS AND THEIR PARENTS SHOULD KNOW ABOUT OBTAINING A WORK PERMIT

To obtain a work permit you must take the documents listed below to the Job Center at 401 Technology Drive East in Menomonie. If you have questions, contact a work permit officer at 232-7380.

**Job Center hours are: Monday-Wednesday-Friday from 8:00 a.m. to 5:30 p.m.
Tuesday from 8:00 a.m. to 6:00 p.m.
Thursday & Friday from 8:00 a.m. to 4:30 p.m.**

Minors under age 18 who are planning to work in the near future should make sure they have the necessary documents before requesting a work permit.

Work Permits require:

- Letter from employer offering employment (**or use this form**)
- Letter from parent authorizing employment (**or use this form**)
- Birth certificate/baptismal certificate/WI Driver License/WI Photo ID/Resident Alien Card (**only one** of these is necessary and must be an original document - **no photocopies**)
 - Birth records may be obtained from the register of deeds in the county of birth. Baptismal records may be secured from the pastor of the church in which the baptism took place.
- Social Security Card (**original document – no photocopy**)
 - If you do not have a social security card you should apply for a duplicate at the Eau Claire office located at 4120 Oakwood Hills Parkway, Monday through Friday from 9:00 a.m. to 4:00 p.m. (On the west side of the Oakwood Mall). You will need to fill out form SS-5 (application for a duplicate card) and provide proof of identity. Some acceptable forms of identity are driver's license, employer ID card, passport, school ID card, insurance policy, health insurance card. If you have questions call (715) 836-6645.
- \$5.00

--

Any of the actions listed below may be exercised because of demonstrated problems with attendance and/or grades.

Refusal of Permit

The permit officer **must refuse** to issue a permit for prohibited employment. The issuing officer may also refuse to issue a permit to a minor who seems physically unable to do the work or when the best interest of the minor would be served by such refusal.

Suspending a Permit

The department may suspend any permit whenever the permit has been improperly or illegally issued, or the physical/moral welfare or the best interest of the minor would be served by the suspension. The requirements for obtaining a suspension are the same as in revoking a permit. A suspension is a temporary hold on the permit. For example, a high school principal can ask that a permit be suspended for the remainder of a school year, April-May for example, because of poor grades or attendance since the minor started the job.

Recalling a Permit

The permit officer may request an employer to return a permit, which was found to be issued in error. When it is felt that the physical or moral welfare of the minor would best be served by revocation of a permit, the permit officer can ask the employer first for the permit's return, ask the parent to terminate the minor's employment and, if necessary, request the Madison office to make an investigation so the department (DILHR) can revoke the permit.

Revoking a Permit

The department may revoke any permit whenever the permit has been improperly or illegally issued, or the physical/moral welfare or the best interests of the minor would be served by the revocation. The department may revoke any permit if requested in writing by the school principal or the minor's parent or guardian who has legal custody of the minor or the court-ordered foster parent while the minor is under their care and supervision. The requesting party shall demonstrate some attempt has taken place to resolve the work problem between the minor, school, parent or guardian and employer before the request for revocation is made to the department. If the issue involves truancy or grades, a copy of the school records will be provided.