

WORK PERMIT REQUIREMENTS

All minors under 16 years of age seeking employment during or after school hours, or vacation periods must secure a work permit.

Minors cannot work before 7 a.m., or work later than 7 p.m. during the school year. During vacation they may be employed until 9 p.m. The hours of work for 14 and 15 year old minors are:

- Not more than 3 hours a day on a school day
- Not more than 18 hours a week in a school week
- Not more than 8 hours a day in a non-school week
- Not more than 40 hours a week in a non-school week

Oakton High School issues work permits Monday through Friday between 8:00 a.m. and 3:30 p.m. The issuing officers are Mrs. Anita Bennett or Mrs. Dolores Peck, in the main office.

You need to pick up (from any High School) the Intention to Employ form and Permission for Employment form. They are to be completed prior to appearing before the issuing officer.

1. INTENTION TO EMPLOY FORM (white) - Future employer should print as well as sign their name.
2. PERMISSION FOR EMPLOYMENT FORM (pink) - This form is to be filled out and signed by the parent or guardian of the minor. THE PARENT OR GUARDIAN MUST SIGN THE CARD IN THE PRESENCE OF THE ISSUING OFFICER OR HAVE IT NOTARIZED.
3. Return completed forms with Birth Certificate.
4. The minor must be present to sign the permit.