

WORKING PAPERS

All students between the ages of 14 and 17 are required by Pennsylvania School Law to secure an Employment certificate, known as “Working Papers”, before they may begin to work.

In-Person

Work permit applications are available in the High School Main Office for anyone who would prefer In-Person processing. When coming in, please remember to bring:

- Completed work permit application signed by a parent
- Proof of age (ie. passport, driver’s license, birth certificate)
- Student – must be present to sign the work permit

Online

Currently being offered, for those that prefer online processing:

1. The [work permit application](#) will be filled out electronically and emailed to workpermits@avongrove.org along with a picture of acceptable proof of age (passport, birth certificate, driver’s license)
2. An email will be sent back to confirm receipt of all documents, or to let the parent know what is still needed.
3. The blue work permit will be mailed (USPS) to the student’s home address.

Please note that your Pennsylvania work permit is only valid for employment in the state of Pennsylvania. If you are seeking employment in another state, you must contact a public school in that state to receive a work permit or verify with the employer that they can accept a PA work permit. An employer should make a copy of the original work permit and always return the original blue working permit to the employee to have for use until they are the age of 18. A student who is 18 years old or older does not need to obtain a work permit.