## **WORK PERMIT**

## PROCESS FOR STUDENTS



- 1. Get a job.
- Download a <u>work permit application</u> from our website (under resources for students) or pick one up at our office.
- 3. Fill out your personal and school information at the top of the work permit application.
- 4. Have your parent sign the form. This cannot be typed, as it must be a "wet signature."
- 5. Have your new boss fill out and sign their portion with a "wet signature".
- 6. Once you have the signatures of a parent and your new boss, submit the work permit application to Ms. Ashley.
- 7. Ms. Ashley will set up a time with you to come back and sign both copies of your work permit. This also must be a "wet signature" and cannot be completed online.
- 8. Give your new boss your completed work permit.

Work permits are a 24 hour turnaround