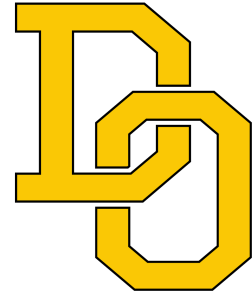


WORK PERMIT

PROCESS FOR STUDENTS



1. Get a job.
2. Download a [work permit application](#) 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