



# Peoria County Regional Office of Education

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## STATEMENT BY PROSPECTIVE EMPLOYER

202-3

Name of Minor: \_\_\_\_\_ SS# \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ School: \_\_\_\_\_

\*\*\*\*\*  
Name of Prospective **Employer** (Business): \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_, \_\_\_\_\_ expect to give employment to the above listed minor as a  
(I, We)

\_\_\_\_\_. The employee will be working for no more than:  
(Position-Be Specific)

\_\_\_\_ hours (3 hrs max) **on school days** between \_\_\_\_\_ P.M. and \_\_\_\_\_ P.M. (not past **7 P.M.**) and/or

\_\_\_\_ hours (8 hrs max) **on non-school days** between \_\_\_\_\_ A.M. (no earlier than **7 A.M.**) and \_\_\_\_\_ P.M.  
(no later than **7 P.M.** during the school year or **9 P.M.** during the Summer) upon receipt of the proper Employment Certificate as required by law. A child may not work more than 24 hours a week when school is in session.

**\*\*\*Please note Illinois Department of Labor Child Labor Law on reverse side\*\*\***

Date: \_\_\_\_\_ 20 \_\_\_\_ By \_\_\_\_\_  
(Signature, Title: Owner, Manager, etc.)

### STUDENTS CAN NOT APPLY DURING SCHOOL HOURS

**Our office cannot issue permits until after 2:30 p.m. when school is in session**

#### **Items Required to attain a Work Permit:**

- \* **This Form** completed by employer
- \* **Birth Certificate** is required (Proof of age)
- \* **Recent Physical Exam** (within a year or 9th Grade)
- \* **Social Security Number** (write at top)
- \* **Principal's Statement to Issuing Officer** from Principal or school administrator if you will be working any time during the school year -- this includes weekends and holidays.
- \* **Student & Parent/Guardian** must be present at the time of issuance.

11/10/17