

WORK PERMIT PROCEDURE

Work Permits may be obtained at the Mansfield High School Guidance Office.

Work Permits are issued for students working in Massachusetts ONLY

*** Any Mansfield student residents who do not attend MHS or QMS must present proof of age (birth certificate, license, passport, etc.), proof of address (learners permit, license, report card with address) along with a photo ID (school ID, learners permit, license, passport)*

Age 14 through 17:

Step 1: Student obtains a valid job offer from employer and is instructed by employer to obtain a work permit.

Step 2: Student obtains a "Work Permit Application for 14 through 17 Year Olds". This application is available in the MHS Guidance Office or can be downloaded online at <http://www.mass.gov/lwd/docs/dos/youth-employment/youth-application.pdf>

Step 3: Page 1 and 2 of the Work Permit Application are completed by:

- Employer (employer fills out first page as the address may be different from where student is working)
- Physician (**Please note:** Students may not submit copies of health/ immunization records) **ONLY AGE 14-15 ARE REQUIRED TO HAVE PHYSICIAN SIGNATURE**
- Parent / Guardian signature
- Student Signature

Step 4: Student brings these completed pages to the MHS Guidance Office

Step 5: Student is issued a work permit and presents completed work permit to employer.

****This is a State document so photocopies and/or stamped signatures will NOT be accepted****

Note: Student must obtain their work permits in person as they are required to sign the permit in the presence of a member of the MHS Guidance staff.