

INFORMATION YOU SHOULD KNOW APPLYING FOR A WORK PERMIT

Applications for work permits can be obtained in the main lobby of the High School from 7:00 am to 3:30 pm, Monday through Friday.

During the summer, 7:30 am to 3:30 pm - OFFICE CLOSED on Friday.

ALL STUDENTS age 14-17 seeking employment are required by PA law to apply for a work permit. Students are not permitted to work prior to obtaining the official work permit.

Step One: Students may pick up the application in the main office of the High School. *(DO NOT print the form from the PDE website – it was only valid for use during the 19/20 school year when schools were closed.)*

Step Two: A parent/ guardian must sign the application. Proof of age (e.g., birth certificate, baptismal certificate, passport or driver's license) must be presented before the official work permit can be issued.
The application is valid for 1 year.

Step Three: Student returns the application to the school (**student must be present to sign the work permit**). If all information is completed properly and proof of age has been provided, a work permit will be issued. The student may then begin working immediately.

Transferrable Work Permit (Blue card) is issued to all students once the application is completed. This card remains in the possession of the student and is shown to new employers should the student change jobs. The current employer will need to see the blue card and is required to make a copy for their files. ***It is the student's responsibility to keep this card until they turn 18 years of age.***

Child Labor Laws: Visit www.youthrules.dol.gov for information regarding federal regulations governing child labor, or www.dli.pa.gov for state regulations, including hours of employment and prohibited occupations for minors.