

EMPLOYMENT PERMIT

(a/k/a Working Papers)



Step 1: Get a job offer.

(You cannot initiate the Employment Permit process beforehand.)

Step 2: All Students (aged 14-17 Years old)

Download “Employment Permit Application for 14 through 17 Year-Olds

http://www.mass.gov/Cago/docs/Workplace/youth_application.pdf

Employer fills out the “Promise of Employment” section. (No. 2 on the form).

If you are 16 or 17 years old, ignore the Physician’s Certificate of Health Section (No. 3 on the form).

Parent/guardian signs the form (No. 4).

Step 3: Student brings the completed “Employment Permit Application” form to SSCPS to receive your working papers.

Before June 26, 2009

Contact: Mary Carter

June 29 – August 27, 2009

Contact: Pam Alger*

**Summer Hours are Monday –Thursday, from 9:00-2:00.*

Please call Pam before you come in (781) 982-4202 x103