

**INSTRUCTION FOR MINORS TO PROCESS THE
APPLICATION FOR WORK PERMIT**

Obtain a white application form from the Main Office at your school, or download the form from the Great Valley High School web site.

Section A: The issuing officer at the High School must be shown some evidence of the age accepted and filed. Proof of age may be presented in several formats, but needs to be an original document (not a copy):

- a) Birth Certificate
- b) Baptismal Certificate
- c) Passport
- d) Other documentary evidence
- e) Affidavit of parent or guardian accompanied by physician's statement of opinion as to the age of the minor.

Section B: This section must be completed and signed by the parent, guardian, or legal custodian of the student. This does not have to be done in the presence of the issuing officer.

When the application has been completed, it should be returned to the High School and the issuing officer at the High School will issue a Work Permit within 24 hours of the application receipt. The Work Permit must be signed by the student in the presence of the issuing officer. Once the Work Permit has been issued, it is the student's card to keep, but the employer may make a copy. If you change jobs, the card must be presented to each new employer until you have graduated from High School or have reached the age of 18 years old.

If you are under the age of 16, you must take a Parental Consent Form to your employer to fill out what your job will be and the hours you will be working. Your parents must consent to and sign this form. It is then returned to your employer. The employer is responsible for keeping this form on file during your employment. This form is also at the High School or can be downloaded with the application.