

REQUIREMENTS TO OBTAIN A CHILD WORK PERMIT

(This form can be copied)

Work permits are issued at the De Soto School District Office, 615 Main Street, De Soto, WI 54624. A work permit is required to be issued before the minor begins employment. For questions, call 608-648-0102.

The following documents and items are required for the issuance of a work permit:

1. The child's birth certificate, baptismal certificate or driver's license for proof of age.
2. The child's Social Security card for proof of Social Security number. **Must have the card or a letter from the Social Security Office verifying the number.**
3. Completion of the employer information below, or a letter from the employer, stating their intent to employ the child along with information about the job title, job duties, approximate number of hours of work per week and/or weekly work schedule.
4. The signature below of the child's parent, guardian, or court-ordered foster parent, or a letter from the child's parent, guardian, or court-ordered foster parent, giving consent for the child to accept employment. It is also permissible for the parent, guardian, or foster parent to countersign the employer's letter.
5. Payment *from the employer* of **\$10.00** for the work permit fee. If the permit fee is paid by the child rather than the employer, then the employer shall reimburse the child for the permit fee no later than the first pay check issued to the child by the employer.

WISCONSIN WORK PERMIT REQUIRED INFORMATION

Today's date _____

Name of Minor being Employed _____

Minor's Mailing Address _____

Employer Name _____

Employer Mailing Address _____

Employer City/State/Zip _____

Employer Telephone Number _____

Date minor will begin Employment _____

Title of the Job Minor will be Performing _____

Brief Description of Job Duties _____

Days of the Week Minor will be Working _____

Approximate number of hours per week minor will be working _____

Signature of Employer Representative

Printed Name of Employer Representative

Signature of parent, guardian, or court-ordered foster parent giving approval for minor to accept the work described above

Printed name of parent, guardian or court-ordered foster parent