

**Work Permits**

**Student In-School Employment.** Part-time school jobs shall be open to students ages fifteen and over in keeping with their abilities and needs of the school for student help.

**Student After-School Employment.** If students need to work while attending school, guidance personnel shall make efforts to help them obtain employment. However, they shall be cautioned against assuming work commitments that will interfere with their studies and achievements in school. Students must be sixteen years of age or older to work in any "manufacturing mechanical, or barber shop." Students must be fifteen years of age or older to work in any "mercantile-establishment."

**Working Papers for Minors.** Minors (15-18) receive employment certificates from his/her LEA in the town or city in which they live. The High School Principal is the designated agent in the Agency. If a Connecticut resident secures employment in another state, that state issues the papers. If a resident of another state works in Connecticut, that person may obtain the Connecticut certificate with the "promise to work" paper and proof of residency.

**Evidence of Age.** Applicants must appear in person, have evidence of age, and a written promise of employment. Satisfactory evidence of age can be shown by: Birth Certificates, Driver's Licenses, Baptismal Certificates, and Service I.D.'s and (as a last resort) Information on School Agency Cumulative Records.

**Written Promise of Employment.** The written promise of employment is issued by the employer and must state exactly and specifically what the job is and must be signed by an officer of the employer. This form should be examined very carefully and if any changes or alterations appear, they should be verified with the employer. A state "promise of employment" form is generally used, but a written promise of employment on letterhead paper or regular stationery from an employer is acceptable.

**Working Papers.** Working papers are made out in triplicate. Once copy for the minor, one copy for the employer, and the original for school files. It should be signed, not typed, in the appropriate place by issuing officer. Records may be destroyed when the minor reaches 18 years of age.

Legal Reference: Connecticut General Statutes

[10-193](#) Certificate of age of minors in certain occupations

[10-194](#) Penalty

[10-195](#) Evidence of age

[10-197](#) Penalty for employment under fourteen

[10-198](#) False statement as to age

Policy adopted: January 22, 2019

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HIGH SCHOOL	
PRINCIPAL	
ADDRESS	
TELEPHONE	

**Promise of Employment for Working Papers**

Note: If this is a first application, the minor must appear in person. Transfers should be requested by mail to the original office of application. Please give correct spelling of name.

I intend to employ:

\_\_\_\_\_

(Name to be printed or typed)

as \_\_\_\_\_

\_\_\_\_\_

*(The exact nature of employment must be stated. Vague job descriptions such as helper, laborer, general work, errand boy, etc. are not acceptable. Hazardous jobs cannot be taken by those under eighteen unless they are apprenticeable. In such cases, application for approval should be made first to the State Apprenticeship Council, 200 Folly Brook Boulevard, Wethersfield, Connecticut. Do not, however, use this form to do so.*

\_\_\_\_\_, Connecticut \_\_\_\_\_  
\_\_\_\_\_ 20\_\_\_\_

**THIS IS NOT PERMISSION TO EMPLOY— IT IS A PROMISE TO EMPLOY.**

\_\_\_\_\_  
\_\_\_\_\_

(Name of company intending to employ)

by \_\_\_\_\_  
\_\_\_\_\_

(Written signature)

Address of firm and type of  
industry\_\_\_\_\_