



Work Permit Process

Obtaining a work permit is a 2 Step Process

MASSACHUSETTS STATE LAW: ALL MINORS MUST OBTAIN AND HAVE FILLED OUT THE EMPLOYMENT PERMIT APPLICATION FOR 14 THROUGH 17 YEAR OLDS BEFORE A WORK PERMIT CAN BE ISSUED

STEP ONE:

Employment Permit Application forms (Promise of Employment forms) can be picked up at the school in the Main Office or downloaded at

<http://www.mass.gov/lwd/docs/dos/youth-employment/youth-application.pdf>

14 and 15 year olds: *There are 4 sections* that MUST be filled out and signed on the Employment permit Application before the Work Permit can be issued.

- a. The first section is completed and signed by the employer
- b. The second section is completed and signed by the Doctor's office where the minor has a physical within the last year. *We cannot accept a copy of a physical; this has to be signed by a physician according to State Law.*
- c. The third section is filled out and signed by the parent and or guardian of the minor.
- d. The fourth section is signed and dated by the minor.

16 and 17 year olds: *There are 3 sections* that MUST be filled out and signed on the Employment permit Application before the Work Permit can be issued.

- a. The first section is completed and signed by the employer
- b. The second section is filled out and signed by the parent and or guardian of the minor.
- c. The third section is signed and dated by the minor.

STEP TWO:

- The Minor (*student*) must bring the completed Employment Permit Application form to the Main Office where the Work Permit will be filled out and signed by the Authorized Agent. Documents MUST be originals, faxes or copies will NOT be accepted. **THE AUTHORIZED AGENT, MUST BY LAW WITNESS THE MINOR SIGNING THE WORK PERMIT BEFORE IT CAN BE ISSUED.**

NMS STUDENTS:

School hours: Permits are done in the Middle School Main Office at the beginning/end of your lunch period during FLEX time or at the end of the school day.

Summer Hours: Call Robin Dole at the High School Main office 781-654-8808 to make sure that someone is available to do the permit.