WESTWOOD PUBLIC SCHOOLS
Westwood, Massachusetts

WORK PERMIT INSTRUCTIONS

In order to complete the employment process, you need to comply with certain legal regulations that are stipulated by the Commonwealth of Massachusetts. ***All students under the age of 18 are required to obtain a Work Permit. G.L. c. 149, §§86-89***

Following the steps below will help you complete the process:

Step 1:   Obtain a job offer from an employer.

Step 2:   Obtain an **Employee Permit Application for 14 through 17 year olds**.
Permits are located in the Guidance Office as well as on the Guidance website.

Step 3:   Ask your employer to complete and sign the "Promise of Employment" section on the employee permit application making sure to list your name and position.

Step 4:   Step 4 applies **only** to students between the ages of 14-15. You must ask your physician to complete and sign the **Physician's Certificate of Health** section of the employee permit application.

Step 5:   All students, regardless of age, need a parent/guardian signature on the employee permit application.

Step 6:   Complete the School Records Form (for non WPS Students – please have an authorized person from your current school complete this step).

Step 7:   **Do not** sign the completed application until you are in the presence of the authorized Westwood Public Schools employee. Students must be present to sign this document.

Step 8:   All students, regardless of age or school attending, need to return the completed application to the Westwood High School Guidance Office during the hours of 7:30 a.m. and 3:00 p.m. (Permits may also be brought to the District Office if the Guidance Office is closed).

CHECKLIST
- ☐ Permit is signed by employer
- ☐ Permit is signed by physician (if between the ages of 14-15)
- ☐ Permit is signed by parent/guardian
- ☐ All sections (unless otherwise noted) of the school records form are complete.

For non WPS Students:
- ☐ Proof of Age: such as birth certificate, passport or immigration record
- ☐ A photo ID such as school ID, driver's license or passport

PLEASE NOTE: Applications may take 1-2 business days to be processed.