

WORK PERMIT REQUEST FORM for Students Ages 14 & 15 Who Have Been Offered a Job

- Are you 14 or 15 years old?
- Have you interviewed for a job?
- **Did the manager hire you for the position?**

If you said "YES" to all three questions, you need a WORK PERMIT to verify your age before you begin employment!

Work Permits are available year round from counseling offices in area high schools, middle schools, or from:

Omaha Public Schools Teacher-Administration Center - 3rd Floor

Student Information Services - Room 309

32nd and Cuming Streets

Monday through Friday

8:00 a.m. – 3:30 p.m.

Complete all of the "Work Permit Request" questions on the reverse side of this form prior to beginning work.

You will need to include the following information from your store manager:

- Name, address, and phone number of the company or business.
- A description of the type of work you will be doing (for example, preparing food at a fast food restaurant, sacking groceries at a store, being a cashier at a clothing store, umpiring little league baseball games, washing automobiles at a dealership, cleaning and stocking shelves, etc.)
- The hours you will be working school days, vacation days, and weekends.
- The days of the week you will be working.
- Your rate of pay per hour.

The office secretary or counselor on duty will complete your official Work Permit for the State of Nebraska using the information on the reverse side of this paper. Then you will sign your official Work Permit and take a copy to your manager so that you may begin your first day of employment.

>>COMPLETE FORM ON REVERSE SIDE PRIOR TO SUBMITTING IT TO THE OMAHA PUBLIC SCHOOLS

Counseling Office Work Permit Request Form

Directions: Ask the manager who hired you to assist you in completing Part Two of this form. Bring this form to the Counseling Office and we will complete your official Work Permit form online after verifying your school records.

PART ONE – ABOUT YOU

Name of Student _____
Address of Student _____ Zip Code _____
Name of Parents / Guardians' _____
Family's Telephone Number (_____) _____ - _____
Birth Date of Student ____/____/____ Age of Student ____ Gender _____
Student's Place of Birth (City and State) _____
Student's Hair Color _____ Student's Eye Color _____
Student's Height _____ feet _____ inches Student's Weight _____ pounds
Does the student have any distinguishing facial marks? If so, describe _____

PART TWO – ABOUT YOUR NEW JOB

Name of the company you will be working for _____
Address of the company _____ Zip Code _____
Nature of their business (ex: restaurant, grocery store, clothing store, swimming pool, golf course, little league, etc.)

Phone number of company (_____) _____ - _____

Describe the work you will be doing. (For example, preparing fast food, sacking and carrying groceries, running a cash register, detasseling corn, supervising a t-ball game, mowing lawns, etc.)

List the hours you will be working during days and weekends:

How many days per week will you be working maximum? _____ days per week

How many hours per week will you be working maximum? _____ hours per week

How many hours per day will you be working maximum? _____ hours per day

What is the earliest time your shift will start? _____ (Circle) AM or PM

What is the latest time your shift will end? _____ (Circle) AM or PM

Amount of pay you will receive per hour \$ _____.