

## WORK PERMIT PROCEDURE

Work Permits may be obtained at the N. Attleboro High School Guidance Office or the Superintendence Office.

*\*\* Any N. Attleboro student resident who does not attend NAHS must present proof of age (birth certificate, license, passport, etc.)*

### Age 14 and 15:

**Step 1.** Student Obtains a valid job offer from employer and is instructed by employer to obtain a work permit.

**Step 2.** Student obtains a "Work Permit Application for 14 and 15 Year-Olds." **This application is available in the NAHS Guidance Office or may be downloaded on-line at:**  
[www.state.ma.us/dos/youth/youth\\_application.pdf](http://www.state.ma.us/dos/youth/youth_application.pdf)

**Step 3.** Page 1 and 2 of the Work Permit Application are completed by:

- Employer
- Physician (*please note:* students may not submit copies of health or immunization records)
- Parent/guardian signature

**Step 4.** Return these completed pages tot he NAHS Guidance Office or Superintendence Office.

**Step 5.** Student is issued a work permit and presents completed work permit to employer.

### Age 16 and 17:

**Step 1.** Student obtains a valid job offer from employer and is instructed by employer to obtain a work permit.

**Step 2.** Student is issued a work permit and presents completed work permit to employer.

Note:

Students must obtain their work permits in person...they must sign the permit in the presence of the NAHS Guidance staff person or Superintendence staff.