

## **Work Permit Procedure**

- A. When you find a job, you need a “letter of intent to hire” from the prospective employer. It must outline the hours you will be working and what you will be doing.
- B. You, and your parent or guardian, must bring this letter to school and request to see Mrs. Brehovsky (7am-3:30) in Office 126 for an Employment Certificate.
- C. Mrs. Brehovsky will review for safety and check for conflicts with your school schedule. If everything is okay, you’ll be issued an employment certificate to give to your new employer.