

SCHOOL RECORD

Name of Parent/Guardian _____

Residence of Parent/Guardian _____

Phone of Parent/Guardian _____

Name of Minor _____

Residence of Minor _____

Birth Place of Minor

Town	State	County
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Date of Birth _____

Signature of Minor _____

Signature of Parent/Guardian _____

This certificate must be retained by official issuing the employment certificate. School record should be issued only when child presents statement by prospective employer duly filled out as required by law.

STATEMENT OF PROSPECTIVE EMPLOYER

_____ expect to give employment to _____
Company Name First Name
_____ as a _____ for _____ hours a
Last Name State Nature of Job

day and _____ days a week upon receipt of proper employment certification required by law.

Employee will start work at _____ and will quit work at _____.

Name of prospective employer and title (i.e. manager, director, etc.)

Describe type of business (i.e. restaurant, grocery, talent agency, etc.)

Address City/Town State Zip

Phone Number of Business Date

INFORMATION OF APPLICANT – PROCEED AS FOLLOWS:

1. Have statement by prospective employer completed.
2. Have school record form completed with parent signature.
3. Have physical examination report completed by physician. (If you are a Streamwood High students this is not necessary, we have your physical on file.)
4. Procure documentary proof of age in order named: Birth Certificate, baptismal or passport. Hospital record of birth cannot be accepted.
5. **Turn all forms into the main office** – work permit should be ready the following afternoon.