



WORK PERMIT PROCEDURE

Work Permits may be obtained at the Canton High School Main Office

Work Permits are issued for students working in Massachusetts ONLY**

****Any Canton student/resident who does not attend CHS must present:**

- proof of age (birth certificate, license, passport, etc.),
- proof of address (learners permit, license, report card with address)
- photo ID (school ID, learners permit, license, passport)

Age 14 through 17:

Step 1: The student obtains a valid job offer from the employer and is instructed by the employer to obtain a work permit.

Step 2: The student obtains a "Work Permit Application for 14 through 17 Year Olds". This application is available from your prospective employer, or can be downloaded online at <https://www.mass.gov/doc/youth-employment-permit-application>

Step 3: Pages 1 and 2 of the Work Permit Application are completed by:

Page 1: Employer (employer fills out the first page as the address may be different from where the student is working).

Page 2: Physician (Please note: Students may not submit copies of health/ immunization records) ONLY AGE 14-15 ARE REQUIRED TO HAVE PHYSICIAN SIGNATURE.

Page 2: Parent/ Guardian signature, **and** Student signature.

Step 4: The student brings the completed pages for "Work Permit Application for 14 through 17 Year Olds" to the CHS Main Office.

Step 5: The student is issued a work permit and presents the completed work permit to the employer.

***This is a State document so photocopies and/or stamped signatures will NOT be accepted ***

Note: Students must obtain their work permits in person as they are required to sign the permit in the presence of a member of the CHS Office Staff.