

Work Permits are required if you are under 16

You can work:

- Up to 3 hours a day on school days, including Fridays
- Up to 18 hours in any week with one or more school days
- Up to 8 hours on days without school (during weekends, holidays, vacations, storm days, etc.)
- Up to 40 hours in a week with no school days
- Never more than 6 days in a row

How early? How late?

- Between 7:00 a.m. and 7:00 p.m.
- Between 7 a.m. and 9 p.m. during summer vacations only
- Not during school hours

Did you know that you can't:

- Cook
- Work as a chambermaid
- Climb ladders or scaffolds
- Use weed whackers or lawn mowers
- Serve or sell liquor
- Work in other dangerous jobs
- Do work that 16 & 17 year olds can do

Apply at the Superintendent of School's Office. You can start work only after the Maine Department of Labor approves the work permit.

These are not complete lists. There are exceptions, and rules differ for farm work. For details call the Department of Labor at 1-207-624-6400.

INFORMATION YOU WILL NEED WHEN YOU APPLY FOR YOUR WORK PERMIT

Birth Record

Birth Certificate, Passport, Baptismal Certificate or School Enrollment Record with date of birth

Most Recent Report Card

Can't find it?

Please ask your Guidance Office for a copy of your transcript (must be passing a majority of your classes in the current ranking period)

Employer Information

Business Name, Address & Phone Number

Your Social Security Number

What will your job title be?

Please be specific

Parent/Guardian Signature

RSU 21

**Arundel
Kennebunk
Kennebunkport**

*A Guide to the Work
Permit Process for
14 & 15 year olds*



87 Fletcher Street
Kennebunk, Maine 04043

207-985-1100
www.rsu21.net

First

- You must obtain the promise of a job.
- You or your parent/guardian must apply for the Work Permit at the Superintendent of School's Office at 87 Fletcher Street, Kennebunk.

- **ITEMS NEEDED FOR THE APPLICATION:**

Birth Certificate, Passport, Baptismal Certificate or School Enrollment Record with date of birth

Most recent report card (you must be enrolled in school, not habitually truant or under suspension and be passing a majority of your courses for the current ranking period)

Social Security Number (disclosure voluntary)

Employer's Name, Address & Phone Number

Specific occupation/job title

You will need the signature of a parent/guardian or note of parental consent to include: date, student's name, place of employment and specific occupation of minor.

Next

The permit is filled out at the Superintendent's Office and signed by the parent/guardian and the Superintendent. **You cannot take it with you.**

The Permit is then mailed by the Superintendent's Office to the Maine Department of Labor in Augusta for approval. **You cannot hand carry it there.**

Once the Department of Labor approves the permit it is returned to the Superintendent's Office.

The **Bureau** copy is retained by the Maine Department of Labor.

The **School** copy is retained at the Superintendent's Office.

A secretary will call you to pick up the **Employer** copy at the Superintendent's Office to take to your employer.

Reminders

Students cannot legally perform any work until their work permit is approved by the Maine Department of Labor.

The work permit is not valid unless stamped ***APPROVED*** by the Bureau of Labor Standards.

The work permit approval process usually takes one to two weeks to complete.

The work permit is only valid for the employment listed on the permit.

If you change jobs, the active permit must be canceled and you must apply for a new one. ***(please be sure to mention this to the secretary when you reapply—this could hold up the processing of your new permit)**

You may have **two** active work permits during the summer school vacation period. Once school has begun, one of the active permits will need to be canceled.

If you have questions or need additional information, please contact the Department of Labor at 207-624-6400.