

## **Work Permit Procedure**

- 1.) Once you find a perspective employer, they will need to supply you with a “letter of intent to hire.” The letter should include the hours you will be working and the type of work you will be performing.
- 2.) Bring yourself, the above mentioned letter, a parent or guardian, and your social security card (not a copy) to the main office and see Ms. Brehovsky between the hours of 7:30 am - 4:00 pm.
- 3.) Ms. Brehovsky will review for safety and check for conflicts with your school schedule.