

Attleboro Public Schools
WORK PERMIT PROCEDURE

For Attleboro High School students Work Permits may be obtained at the Attleboro High School Main Office.

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

Any Attleboro student/resident who do not attend Attleboro Public Schools must present proof of age (birth certificate, and/or valid passport).

Out of City/Town Students/Applicants: Working Papers are only issued to students/applicants who will be working in Attleboro.

Step 1: Student obtains a valid job offer from employer and is instructed by employer to obtain an Employment Permit.

Student obtains a "Work Permit Application for 14 through 17 Year Olds". This application can be downloaded online at https://www.mass.gov/doc/youth-permit-process-2020pdf/download?_ga=2.141994869.698487866.1614176568-1366113978.1614176568

Step 2: Ask the Employer to complete the following Section: Promise of Employment.

Step 3: **For 14 and 15 year olds only** – Ask your doctor to complete the Physician's Certificate of Health.

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

Step 4: Ask your Parent / Guardian to sign the Application.

Step 5: The Applicant signs and dates the Application;

Step 6: **Due to the COVID Central Office is currently processing Employment Permits electronically.**

Once the Application is complete please e-mail the Promise of Employment along with the following information:

- Minor's Full Name:
- Minor's Address:
- Minor's Place of Birth:
- Date of Birth:
- Current Age:
- Hair Color:
- Eye Color:
- School Last Attended:
- Grade Last Attended:

Please e-mail this information to: jnelson@attleboroschools.com or amcginnes@attleboroschools.com