



Western Boone County Community School Corporation
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Thorntown, IN 46071
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www.weboschools.org

Work permits are currently issued from the Western Boone Administration/Central Office. Correctly completed "Intent to Employ" forms (2nd page of this document) can be dropped off at the administration building during office hours. During the school year, a work permit can be issued within 48 hours of receipt of the completed form. During the summer, work permits are processed once a week. Please call 765-482-6333 with any questions.



INTENTION TO EMPLOY/A1

State Form 896 (R9 / 11-17)

NOTE: This form must be presented by the minor to the proper issuing officer before a certificate will be issued. For employer's protection, the minor must also present an acceptable proof of age to obtain an employment certificate. The hours the minor may work are shown below.

Name of minor (<i>intend to employ</i>)			Date (<i>month, day, year</i>)	
Residential street address (<i>number and street</i>)			City, State, ZIP	
Hours per day (<i>approximate</i>)	Days of week (<i>approximate</i>)	Hours per week (<i>approximate</i>)	Is minor on school-directed Vocational Education Program with your firm? <input type="checkbox"/> Yes <input type="checkbox"/> No	
List exact duties.			Type of business (<i>Restaurant, Retail, etc.</i>)	
Name of business		Telephone number	Business e-mail	
Business street address (<i>number and street</i>)			City, State, ZIP	
Signature of employer's representative		Signature of minor		Signature of parent or guardian

EMPLOYERS, PARENTS, AND MINORS! Know what hours minors may work!

14 and 15 year olds

Your work permit allows you to work:

- 3 hours per school day
- 18 hours per school week
- 8 hours per non-school day

- 40 hours per non-school week
- No work before 7:00 a.m. or after 7:00 p.m.
 - Between June 1 and Labor Day you may work until 9:00 p.m.

16 year olds

Your work permit allows you to work:

- 8 hours per day
- 30 hours per school week
- 40 hours per non-school week
- No more than 6 days per week
- Not before 6:00 a.m.
- Until 10:00 p.m.

With parental permission you may work:

- 9 hours per day
- 40 hours per school week
- 48 hours per non-school week
- Until 11:00 p.m. on nights followed by a school day
- Until 12:00 a.m. on nights not followed by a school day

17 year olds

Your work permit allows you to work:

- 8 hours per day
- 30 hours per school week
- 40 hours per non-school week
- No more than 6 days per week
- Not before 6:00 a.m. on school days
- Until 10:00 p.m. on nights followed by a school day
- No restricted end time on days not followed by a school day

With parental permission you may work:

- 9 hours per day
- 40 hours per school week
- 48 hours per non-school week
- Until 11:30 p.m. on nights followed by a school day, or
- Until 1:00 a.m. on nights followed by a school day
 - No more than twice/week; not consecutively

PROHIBITED OCCUPATIONS (UNDER 18)

NO ONE UNDER THE AGE OF 18 MAY BE EMPLOYED IN ANY OCCUPATION DEEMED PROHIBITED UNDER THE CHILD LABOR PROVISIONS OF THE FEDERAL FAIR LABOR STANDARDS ACT.

PLEASE CHECK ADDITIONAL JOB AND HOUR RESTRICTONS IN FEDERAL LAW WITH THE WAGE AND HOUR OFFICE, U.S. DEPARTMENT OF LABOR, NEAREST YOU.

For more information, contact Indiana Department of Labor, 402 W. Washington St., Rm. W195, Indianapolis, IN 46204. (Telephone: 317-232-2655/TT Voice 1-800-743-3333) E-mail: childlabor@dol.in.gov Web: www.in.gov/dol/childlabor.htm