



CRANBERRY

• TOWNSHIP •

Work Permit Applications

The Pennsylvania Child Labor Law was enacted to "provide for the health, safety, and welfare of minors by forbidding their employment or work in certain establishments and occupations, and under certain specified ages." The Child Labor Law requires minors to obtain work permits prior to beginning work. This law, with the exception of farm work or domestic service in a private home, covers work in any establishment other than the minor's residence.

Procedure for Obtaining a Work Permit:

An application for a work permit can be obtained from your local school district. The prospective employer must indicate the application what type of work the student will be doing and what hours the student will be working. The student then gets a physical and the doctor signs the application. The application is then returned to the school. A parent or guardian must appear before the issuing officer. If this is not possible, then an Attestation Document must be obtained from the school district and the parent must sign the document and have it notarized. The issuing officer must also be presented with a document that verifies the age of the student. The Child Labor Law prohibits the use of educational records to be used to verify age, so you will need a birth certificate, baptismal certificate, passport, or photo driver's license as proof of age.

Work Permit Applications:

Each school district is responsible for issuing work permits to all minors who reside in the district including those who attend non-public schools or are participating in home education program. Contact your local school district to find out which building you should go to and what hours the work permit-issuing officer is available.

Types of Work Permits

Vacation Work Certificate: Students who are 14 and 15 are issued Vacation Work Certificates. This allows them to work during the time school is not in session - after school, weekends and vacations. This certificate is good for one employer only. If the student gets another job, then another Certificate is needed. The vacation certificate is good until the student turns 18, so if the student does not change employers, then no other certificate will be needed.

Transferable Work Permit: Student who ages 16 and 17 are issued Transferable Work Permits. Once this is issued, the student will not need another permit. Each employer is to make a copy of the Transferable Work Permit and return the original to the student.