



# Prospective Worker

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If you are planning to seek employment, the following information may be of interest to you. Under Wisconsin Child Labor Law IND #70, every employee under the age of 18 years must have a work permit. Presently, the only exceptions to this rule are babysitting, housework and farm work or if you are employed by your parents. In order to obtain a Work Permit the following items are required per state instruction:

1. Proof of age: Birth Record, Baptismal record, or Wisconsin's Drivers License. Birth records may be obtained from the register of deeds in the county of birth. Baptismal records may be secured from the pastor of the church in which the baptism took place.
2. Letter from the employer stating the intent to employ the minor along with the job duties, hours of work and time of day the minor will be working.
3. Letter from the minor's parent, guardian or court-ordered foster parent while the minor is under their care and supervision consenting to the employment. As an alternative, the parent, guardian or foster parent may countersign the employer's letter.
4. The minor's social security card.
5. Statutory permit fee is \$10.00. the employer is required to pay the permit fee. If the minor advances the fee, the employer shall reimburse the minor not later than the minor's first paycheck.
6. School and address minor attends.

If you have employment and wish to obtain a Work Permit, please have the forms completed below and bring with birth or baptismal certificate and social security card along with \$10.00 to Rib Lake School District office during working hours.

## PARENT'S CONSENT LETTER

Minor's Name \_\_\_\_\_ Address \_\_\_\_\_

My son/daughter has my permission to work for \_\_\_\_\_  
(Name of Business)

Signature of Parent \_\_\_\_\_ Date \_\_\_\_\_

## EMPLOYER'S INTENT TO EMPLOY LETTER

\_\_\_\_\_ has been offered a job with

\_\_\_\_\_  
(Name of Business) (Type of work minor will be doing)

\_\_\_\_\_  
(Address of Business) (Phone # of Business)

Signature of Employer \_\_\_\_\_ Date \_\_\_\_\_

### School District of Rib Lake

1236 Kennedy Street, Rib Lake, WI 54470

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