

# Youth Employment

## Employment Permit Information

Youth employment permit information

If you are a minor, or an employer looking to hire a minor, you'll need a work permit.

Employment permits for minors (under age 18)

All teens under 18 years of age must complete a work **permit application** and get a **work permit** before starting a new job. Please see the complete summary of the Massachusetts laws regulating child labor, including changes made in 2007, for further information.

<http://www.mass.gov/lwd/labor-standards/dls/youth-employment/>

1. Obtain a job offer from an employer.

2. ***Bring your signed Permit Application, proof of your age, such as a birth certificate, passport, or immigration record (driving permits and student ID's are not considered to be official identification), to the Registrar, Shaniel DeJesus, or the Counseling Secretary, Debbie Lenzi in the Counseling Department at Andover High School. Once approved, they will issue you an Employment Permit or an Educational Certificate as deemed appropriate according to your age. Please do not try to apply without all the required documentation. Students MUST BE present to receive the employment permit.***

3. Sign the certificate in their presence and bring the signed certificate to your employer who must keep it until you leave your job.

**Employment Permits Issued:**

**Academic 7:30-3:00 PM**

**Summer Hours Monday- Thursday 8:00 am- 1:00 pm**

**Friday 8:00 am- 12 noon**