

# LETTER of INTENT TO HIRE

# WORK PERMIT



For obtaining a work permit the MINOR **must be present** and bring with him/her:

→ **SOCIAL SECURITY CARD** – photocopies are unacceptable. If no card, letter from Social Security Office must be obtained.

- Employer's Letter of Intent To Hire (includes job duties to be performed & hours and time of day to be worked.)
- Proof of age (Birth certificate, hospital record, baptismal certificate, passport, Wisconsin ID card or driver's license.)
- Parent/guardian written consent. (See bottom of page.)
- \*\$10.00 permit fee **\*NOTE:** The \$10.00 fee is reimbursed to the minor by the employer by the first paycheck.

Places that issue work permits: County Clerk's Office-Courthouse, Job Center, Mishicot High School, Reedsville High School, Two Rivers High School, Valders High School.

## COMPLETED BY EMPLOYER:

DATE: \_\_\_\_\_

Employer's Business Name: \_\_\_\_\_

Nature of Employer's Business: \_\_\_\_\_

### Contact Information for Employer

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

This is to certify that I wish to employ the minor whose name appears on this application for \_\_\_\_\_ hours per week between the hours of \_\_\_\_\_ and \_\_\_\_\_ performing the following duties:

Please Indicate type of work minor will be doing: \_\_\_\_\_

SIGNATURE OF EMPLOYER: \_\_\_\_\_

## MINOR INFORMATION:

Name of Minor: \_\_\_\_\_

Address of Minor: \_\_\_\_\_  
House Number City State Zip

Date of Birth: \_\_\_\_\_

## COMPLETED BY PARENT:

This is to certify that \_\_\_\_\_  
Name of Minor

Has my permission to work at \_\_\_\_\_  
Place of Employment

Do parent(s) own the business? Yes \_\_\_\_\_ No \_\_\_\_\_

Is minor's work being performed as court-ordered restitution? Yes \_\_\_\_\_ No \_\_\_\_\_

Name of school minor is attending: \_\_\_\_\_

SIGNATURE OF PARENT OR GUARDIAN: \_\_\_\_\_