

WORK PERMIT PROCEDURE

Work Permits may be obtained at the Mansfield High School Guidance Office.

*** Any Mansfield student residents who do not attend MHS or QMS must present proof of age (birth certificate, license, passport, etc.)*

Age 14 and 15:

Step 1: Student obtains a valid job offer from employer and is instructed by employer to obtain a work permit.

Step 2: Student obtains a “Work Permit Application for 14 and 15 Year Olds”. This application is available in the MHS Guidance Office or can be downloaded online at <http://www.mass.gov/lwd/docs/dos/youth-employment/youth-application.pdf>

Step 3: Page 1 and 2 of the Work Permit Application are completed by:

- Employer
- Physician (**Please note:** Students may not submit copies of health or immunization records)
- Parent / Guardian signature

Step 4: Return these completed pages to the MHS Guidance Office

Step 5: Student is issued a work permit and presents completed work permit to employer.

Age 16 and 17:

Step 1: Student obtains a valid offer from employer and is instructed by employer to obtain a work permit.

Step 2: Student is issued a work permit and presents completed work permit to employer.

Note: Student must obtain their work permits in person as they are required to sign the permit in the presence of a member of the MHS Guidance staff.