

## Work Permits are required you are under the age of 16

With an approved work permit you **can** work:

- ✓ Up to 3 hours a day on school days, including Fridays
- ✓ Up to 18 hours in any week with one or more school days
- ✓ Up to 8 hours on days without school (during weekends, holidays, vacations, storm days, etc.)
- ✓ Up to 40 hours in a week with no school days
- ✓ **Never** more than 6 days in a row

How early? How late?

- ✓ Between 7:00 a.m. and 7:00 p.m.
- ✓ Between 7 a.m. and 9 p.m. during summer vacations only
- ✓ **Never** during school hours

Did you know that you **can't**:

- ✓ Do work that 16 & 17 year olds can do
- ✓ Cook
- ✓ Work as a chambermaid
- ✓ Climb ladders or scaffolds
- ✓ Use weed whackers or lawn mowers
- ✓ Serve or sell liquor
- ✓ Work in other dangerous jobs

You can start work **only** after the Maine Department of Labor approves the work permit.

Information you will need when you apply for your Work Permit

### Birth Record/Proof of Age

Certified copy of Birth Certificate or Baptismal Certificate, or Passport

### Most Recent Report Card

(if applying during the school year)

### Employer Information

Business Name, Address, Contact & Phone Number

### Job Title/Occupation

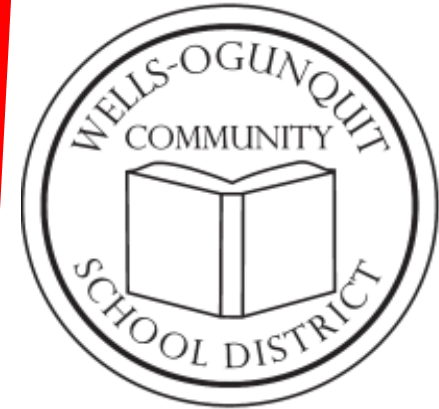
Please be specific with your job duties

### Starting Wage

### Parent Signature & Phone Number

Additional information available at:

Maine Department of Labor  
Telephone: (207) 623-7900  
TTY: Maine relay 711  
Fax: (207) 623-7934  
1-877-SAFE-345  
[www.safeteen.org](http://www.safeteen.org)



## A Guide to the Work Permit Process for 14 & 15 year olds

1460 Post Road  
Wells, Maine 04090  
207-646-8331  
[www.k12wocsd.net](http://www.k12wocsd.net)  
(Revised July 2018)

Teens or parents can download the work-permit application at [https://www.maine.gov/labor/labor\\_laws/publications/2018/work\\_permit\\_072018.pdf](https://www.maine.gov/labor/labor_laws/publications/2018/work_permit_072018.pdf)

and bring the completed form, signed by parent/guardian, to the Superintendent's Office. Blank forms are available at the Superintendent's Office as well.

Parents and employers can expedite the approval process by **making sure the work permit request includes both proof of age (Certified copy of birth certificate or baptismal record or a passport) and parental/guardian signature.**

The employer information must include the business name, address and phone number. The application must contain the specific job duties (e.g., "dishwasher") and the starting wage

The **school district** is responsible for submitting the completed permit to the Maine Department of Labor for approval. You cannot hand carry it to the Department of Labor.

Approved work permits are returned to the Office of the Superintendent.

The **Department of Labor** retains a copy of the approved Work Permit.

The **School** copy is retained at the Office of the Superintendent of Schools.

The **Employer** copy is sent to the student to give to his/her employer.

Teens **cannot** legally perform any work until their work permit is approved by the Maine Department of Labor.

The work permit is not valid unless stamped '**APPROVED**' by the Bureau of Labor Standards.

Teens can have two active work permits in the summer but only one permit during the school year

The work permit is only valid for the employment listed on the permit.

Teens who change jobs need to cancel the active permit and apply for a new one.

Child labor laws, wages, hiring and firing information:

**Maine Department of Labor**  
(enforces Maine child labor laws)  
Bureau of Labor Standards  
Wage and Hour Division  
623-7900  
(TTY: Maine relay 711)  
E-mail: [webmaster.bls@maine.gov](mailto:webmaster.bls@maine.gov)  
web site: [www.Maine.gov/labor/bls](http://www.Maine.gov/labor/bls)

**U.S. Department of Labor**  
(enforces Federal child labor laws)  
Wage and Hour Division  
780-3344 (Portland) or 945-0330 (Bangor)  
web site: [www.dol.gov/](http://www.dol.gov/)

Workplace health and safety:  
**SafetyWorks!**  
Maine Department of Labor  
623-7900 or 1-877-SAFE-345  
(TTY: Maine relay 711)  
E-mail: [webmaster.bls@Maine.gov](mailto:webmaster.bls@Maine.gov)  
web site: [www.safetyworksmaine.com](http://www.safetyworksmaine.com)

**Occupational Safety and Health Administration (OSHA)**  
626-9160 (Augusta) or 941-8177 (Bangor)  
web site: [www.osha.gov/](http://www.osha.gov/).