WORK PERMITS FOR MINORS

Woodrow Wilson High School
3950 Chesapeake Street NW
Washington, DC 20016
Via Metro: Red Line to Tenleytown Metro
Via bus: 31 or 33 bus north towards Friendship Heights

To apply for a work permit at Woodrow Wilson High School,
call or email Ms. Diana Morataya in the Counseling Department
Monday-Friday 9:00am - 3:30pm - Room 105 (1-2: Lunch break)
diana.morataya@k12.dc.gov (202) 282-0120

Students must bring:
1) The application form with:
   Part B signed by their parent/guardian and Part C completed by the employer.
2) Their original Social Security card.
3) A copy of their birth certificate or Passport.
4) A letter of intent to hire from the employer indicating the nature of the employer's occupation, and the number of hours per day and the days per week that the minor will work.

**Students ages 14-15 need a letter of consent from their parent/guardian**

Other DCPS High Schools Issuing Work Permits

<table>
<thead>
<tr>
<th>Dunbar High School</th>
<th>Coolidge High School</th>
<th>Roosevelt High School</th>
</tr>
</thead>
<tbody>
<tr>
<td>101 N St. NW</td>
<td>6315 5th St. NW</td>
<td>4301 13th St. NW</td>
</tr>
<tr>
<td>202-698-3762</td>
<td>202-671-6080</td>
<td>202-576-6130</td>
</tr>
<tr>
<td>Friday's Only @ 3:30pm</td>
<td>Call first to check availability</td>
<td>Call first to check availability</td>
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<table>
<thead>
<tr>
<th>Cardozo Education Campus</th>
<th>H.D. Woodson H.S.</th>
<th>School Without Walls</th>
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<tbody>
<tr>
<td>1200 Clifton St. NW</td>
<td>540 55th St. NE</td>
<td>2130 G St. NW</td>
</tr>
<tr>
<td>202-673-7385</td>
<td>202-939-2030</td>
<td>202-645-9690</td>
</tr>
<tr>
<td>Monday-Friday 3:15-4:30PM</td>
<td>Monday-Friday 4:00PM</td>
<td>Monday-Friday 9:00AM - 3:00PM</td>
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DISTRIBUTION OF COLUMBIA PUBLIC SCHOOLS  
OFFICE OF YOUTH ENGAGEMENT  

Official Work Permit and Child Labor Application  
NOT OFFICIAL UNLESS SCHOOL STAMP or SEAL AFFIXED  

<table>
<thead>
<tr>
<th>Date of Application</th>
<th>Work Permit Number</th>
<th>Date Issued</th>
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**A. To be completed by issuing officer**  
School: WOODROW WILSON HIGH SCHOOL

<table>
<thead>
<tr>
<th>Name and Address of Minor (Please Print)</th>
<th>Date of Birth</th>
<th>Signature of Issuing Officer</th>
<th>Date</th>
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<tbody>
<tr>
<td>___________________________________________________________________________________</td>
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<td>____________________________</td>
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</tr>
<tr>
<td>Month</td>
<td>Day</td>
<td>Year</td>
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**A copy of (3) Required Documents received from applicant:**

- Birth Certificate
- Social Security Card
- Intent to employ on letterhead from perspective employer

**Sex (M/F):**

**B. To be completed by parent, guardian or legal custodian**

I, the parent, guardian or legal custodian of the above-named minor, request the issuance of an employment certificate as indicated below: (Please select only one)

- Regular Work Permit
- Vacation Work Permit
- Theatrical Work Permit

Please print address below:

______________________________________________________________________________

Telephone Number: ____________________________

Signature of Parent, Guardian, or Legal Custodian: ____________________________ Date: ____________________________

**C. To be completed by prospective employer:** Please attach a letter of intent to employ on company letterhead.

The undersigned expects to employ the minor as ____________________________ in the industry of ______________ (type of work)________________________ (type of industry)

The minor will work during such times and in accordance with the maximum hours permissible by law as established by the U.S. Department of Labor - Child Labor Regulations.

**Hours of Employment for minors Ages 14 & 15:**  
Minors may not work before 7 AM or after 7 PM, EXCEPT June 1st through Labor Day when they may work until 9 PM.

**Hours of Employment for minors Ages 16 & 17:**  
Minors may not work before the hour of 6 AM or after 10 PM at any time (including weekends). Minors under 18 years of age may NOT work more than 8 hours in any one day or more than 6 days in a week, for a total of 48 hours in a week. Minors under 18 should not work during school hours if enrolled.

**PROHIBITED EMPLOYMENT:**  
Minors 14 and 15 years of age may NOT be employed (1) in the operation of any power machinery or the oily, wiping, or cleaning of machinery (other than standard office machinery) or (2) on any construction site including office work performed on the actual construction site. Minors under the age of 18 may NOT be employed (1) working in any quarry, tunnel or excavation, (2) operating any freight, or non-automatic elevator, or (3) in any establishment that serves alcoholic beverages.

**D. Theatrical Permit Applicants:** This section is to be completed by examining physician. If the minor is under 16 years of age, please attach to this application the completed Certificate of Physical Fitness signed by the examining physician along with the Application for Theatrical Work Permit.

I hereby certify that the minor listed on this form has been thoroughly examined and:

- is physically qualified for the employment specified in the statement of the prospective employer.
- is physically qualified for the period of ____________________________, after which time a new examination is required.
- is physically qualified with the following limitations: ____________________________

Signature of Examiner: ____________________________ Date: ____________________________  
Address of Examiner: ____________________________