



Minor (Ages 14 -17) Employment Permit Process

NOTE: This process is specific to a job. The process must be completed for every new job.

Minor must obtain job offer from employer (may be verbal)

Obtain Work Permit Application from Department of Labor Standards website <http://www.mass.gov/dls/youth>

Have employer complete "Promise of Employment" section of Work Permit Application

Is Minor 14 or 15 years old?

Yes

Doctor must complete "Physician's Certificate of Health" section of Work Permit Application. Minor must obtain School Record from school last attended. Form can be downloaded from the DESE Security Portal.

No, skip "Physician's Certificate of Health." Obtain proof Minor meets requirements for completion of 6th grade.

Parent/Guardian/Custodian and Minor must review "Summary of Massachusetts Laws Regulating Minors' Work Hours and Occupation Restrictions" and assess whether the new job meets work hours and restrictions.

If the new job will meet work hours and restrictions, the Parent/Guardian/Custodian will sign the Work Permit Application in section 4 and the Minor will sign in section 5.

