

Work Permit How-To

Any student, including home-schooled students, under the age of 16 is required to fill out a work permit application each year prior to starting any new job, even if the student is working for his or her parents. Only 1 permit is allowed during the school year, 2 are allowed during summer vacation.

Students may not start working until the approved work permit has been returned from the Bureau of Labor Standards.

To apply students must be,

1. enrolled in school;
2. not habitually truant or under suspension; and
3. passing a majority of courses during the current grading period.

The work permit application form may be found online on the Islesboro Central School website or at www.maine.gov/labor under: Forms and Publications→ “Employment Laws”→ Maine Work Permit Form (fourth link down). These forms may be filled out online and printed out to be signed by the parent and turned in to the school.

Students may obtain an application form from the school office as well.

Both variations of the work permit application form must be signed by a parent or legal guardian and submitted to the school to be approved by the superintendent along with proof of age for the student.

Please pass back to the school a completed application with,

- all student and employer information
- a copy of birth certificate or passport
- form must be signed by parent or guardian

We will then have the application approved by the superintendent and we will send it to the Department of Labor.

The application can take up to one week to be processed and returned by the Department of Labor, when it has been approved the Bureau will keep one copy and send two copies to the superintendent’s office (one for the school and the other for the employer).

For more information visit the Maine Department of Labor website at www.maine.gov/labor