

# MONROE-RANDOLPH REGIONAL OFFICE OF EDUCATION

134 NORTH MAIN STREET  
RED BUD IL 62278



SUPPORT@ROE45.NET  
(618) 473-8945

KELTON DAVIS  
*Regional Superintendent*

CHRIS DIDDLEBOCK  
*Assistant Superintendent*

To: The Minor Seeking Employment:

Congratulations on beginning your working career! We are proud to have you in our community.

To obtain a work permit, the following is required:

**Forms attached to this letter:**

- Statement of Intent to Employ – to be completed by the intended employer
- Principal's Statement – only necessary for work done during the months that school is in session (not summer-only work)
- Parent Approval – a parent/legal guardian must **accompany** the minor at the time of issuing a work permit and show a photo ID

**Documents to be brought in by the minor at the time of issuing the work permit:**

- Copy of your Birth Certificate
- Copy of a Current Physical – must be dated within the last 12 months of the day you request the work permit
- Original Social Security Card

Once all the forms are completed and the documents are collected, please call our office to schedule a time to have your work permit prepared and issued. This appointment will last approximately 20 minutes. A parent/legal guardian **must accompany** you at the time of this appointment.

*Notes:*

- Our office can only issue a work permit for employment within the State of Illinois and for students residing in Monroe or Randolph counties. For employment outside of Illinois, please contact the Department of Labor in that state for specific rules and regulations.
- When selecting your place of employment, adhere to the Illinois Child Labor Law Regulations that are attached. One of the major restrictions for approved places of employment is that the employer cannot serve open alcohol on the premises (exception: private clubs and fraternal and veteran organizations). See the last page of this packet for all restrictions placed on employed minors.

Please call our office, (618) 473-8945 if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Kelton Davis".

Kelton Davis, Regional Superintendent of Schools

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**STATEMENT OF INTENT TO EMPLOY**

Minor Work Permit

**Employee Name:** \_\_\_\_\_

**To be filled out by the Employer:**

Place of Employment: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Industry: \_\_\_\_\_ Position: \_\_\_\_\_

Is liquor served?  Yes  No Summer work only?  Yes  No

Type of work to be done: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student will work \_\_\_\_\_ hours on school days and not more than eight (8) hours on days when school is not in session. This will be done between the hours of \_\_\_\_\_ and \_\_\_\_\_ daily for \_\_\_\_\_ days per week.

**I agree to employ the above named student,  
while adhering to the Illinois Department of Labor's Child Labor Laws.**

\_\_\_\_\_  
Employer Name Printed

\_\_\_\_\_  
Employer Signature

\_\_\_\_\_  
Date

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**PRINCIPAL'S STATEMENT TO ISSUING OFFICER**

State of Illinois, Department of Labor  
Required by Section 12 of the Child Labor Law, 820 ILCS 205/1-22

Name of School: \_\_\_\_\_

*This is to certify that the undersigned has interviewed:*

Name of Minor: \_\_\_\_\_ Date: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Parents' names: \_\_\_\_\_ (Mother) \_\_\_\_\_ (Father)

And that said minor requests that an Employment Certificate be issued, permitting employment outside of school hours. The school records disclose that above-named minor was born \_\_\_\_\_ and has completed the \_\_\_\_\_ grade. He or she is in school from \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m. with \_\_\_\_\_ hour for lunch.

According to school records, the above-named minor is making satisfactory progress; therefore, I recommend an employment certificate be issued for present employment.

\_\_\_\_\_  
Principal Date

**Note:** This is not an Employment Certificate, but should be delivered to the issuing officer (Regional Office of Education #45) who will issue necessary certificate as required by law.

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**PARENT APPROVAL**

Minor Work Permit

**Employee Name:** \_\_\_\_\_

**To be filled out by the Parent:**

Parent Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**I give my approval and permission for my child, as stated above, to be employed  
in the capacity listed in the Statement of Intent to Employ form.**

\_\_\_\_\_  
Parent Name Printed

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## Child Labor Changes – 2025

### Bulletin for Employers

- Minors cannot work more than 16 hours during school weeks.
- Minors cannot work more than 40 hours during non-school weeks.
- Minors cannot work more than 8 hours in any 24 hour period.
- Minors cannot work later than 7 p.m. between Labor Day and June 1, nor later than 9 p.m. in the summer. (Special work hours apply for parks and recreation employers.)
- Employers must have an adult, 21 years or older, supervising the minor at all times at the place of employment.
- If a minor **dies** in because of work-related reason, the employer must report the death to the Department of Labor and the School Official who issued the permit within 24 hours
- If a minor is **injured** because of a work-related reason or suffers a work related illness, then the employer must report it to the Illinois Workers' Compensation Commission under Section 6 of the Workers' Compensation Act or Section 6 of the Workers' Occupational Diseases Act, and the employer shall submit a copy of the report to the Department of Labor and to the school official who issued the minor's work certificate for that employer within 72 hours of the deadline by which the employer must file such report to the Illinois Workers' Compensation Commission.
- Minors are prohibited from working in any occupation which is prohibited by federal law. [What jobs are off-limits for kids? | U.S. Department of Labor](#)
- Minors are prohibited from working in any occupation determined to be hazardous by the Director of the Department of Labor.
- Minors are prohibited from working in any form in live adult entertainment establishments.
- Minors are prohibited from working in any firearm range or gun range.
- Minors cannot draw, mix, pour, or serve any item containing alcohol during employment.
- Minors cannot handle or able to access any goods or products which are illegal for minors to purchase or possess during employment.
- Minors cannot work in the practice of barbering, cosmetology, esthetics, hair braiding, nail technology services, or any other profession requiring a cosmetology license.
- Employers who violate the Act are subject to a civil penalty not to exceed \$20,000 for each violation. If a minor is injured, becomes ill, or dies, then the penalty shall not exceed \$60,000.