

# MINOR WORK PERMITS

**Minors (ages 14-18) residing in the Eastern Lancaster County School District, whether attending school or not, MUST have a work permit to be employed.**

Work permits may be obtained from Garden Spot High School, 669 East Main Street, New Holland, PA 17557.

Applications for Work Permits (white half-sheets) are available in the High School Office – Monday-Friday from 7:30am-3:00pm. The highlighted areas must be completed and signed by a parent or guardian.

Minors must then return the application to the office with Proof of Age and **MUST** sign their work permit in the presence of the Issuing Officer.

Any of the following **MUST** be presented **at the time of application** as documentary proof of date of birth:

- Birth Certificate
- Baptismal Certificate
- Passport
- Affidavit of parent or guardian accompanied by physician's statement of opinion as to the age of the minor

After age 18, a work permit is no longer required. Students intending to withdraw from school must see their guidance counselor for check-out papers. Evidence of full-time employment (40 hours) must be documented before the final check-out papers will be issued.

If you have any questions, call Alyson Naranjo at Garden Spot High School at (717) 354-1551 or email at [alyson\\_naranjo@elanco.org](mailto:alyson_naranjo@elanco.org).

## Work Permit Instructions

To Be Completed by Parent, Guardian or Legal Custodian:

Application for Work Permit Form (white sheet)

- Full Name of Minor (First, Middle, Last)
- Sex
- Color of Hair
- Color of Eyes
- Place of Residence (full address)
- Place of Birth (hospital name, city)
- Date of Birth
- Signature of Parent, Guardian or Legal Custodian

Minors must present proof of age (Birth Certificate, Passport, etc.) to High School Office Staff when they return application and before the work permit can be issued.