

## HOW TO OBTAIN A WORK PERMIT

### **HOW TO GET A WORK PERMIT FOR WORK AS AN ACTOR OR MODEL**

Work permit requests for work as an actor or model must go through the Illinois State Board of Education no matter the age of the youth. Please link [HERE](#) and pay special note to "Required Documentation" #8: "Proof of Coogan (blocked trust) Account."

### **HOW TO GET A WORK PERMIT in District 207 (for D207 students and for those who live in Maine Township)**

- ★ If you are seeking a permit for work as an actor or model, please make an appointment directly with the Illinois State Board of Education (ISBE): <https://www.isbe.net/Pages/Work-Permits.aspx>

For any questions, please contact George Dagues, Assistant Superintendent of Human Resources: 847-692-8552

- ★ If you are seeking traditional employment, please follow the steps below:

#### **STEP 1 | OBTAIN EMPLOYMENT**

You first need to find a job that is willing to hire you at 14- or 15-years-old

- Apply for the job
- Interview for the job
- Accept job offer

**If you need help with your job search contact your school Career Coordinator.**

East: Ms. Economos | [kEconomos@maine207.org](mailto:kEconomos@maine207.org) | Schedule Meeting: <http://calendly.com/keconomos>

South: Ms. Loukas | [iloukas@maine207.org](mailto:iloukas@maine207.org) | Schedule Meeting: <https://calendly.com/iloukas>

West: Ms. Nelson | [tNelson1@maine207.org](mailto:tNelson1@maine207.org) | Schedule Meeting: <http://calendly.com/meetnelson>

#### **STEP 2 | GET APPLICATION**

Download and print from here:

[Maine East](#)   [Maine South](#)   [Maine West](#)

Or contact the following individual for assistance or if you need a printed copy:

Maine East: Ms. DeBoor - [LDeboor@maine207.org](mailto:LDeboor@maine207.org)

Maine South: Ms. Hayes - [Shayes2@maine207.org](mailto:Shayes2@maine207.org)

Maine West: Ms. Ramos - [MRamos@maine207.org](mailto:MRamos@maine207.org)

#### **STEP 3 | COMPLETE APPLICATION**

- Complete Parent Section
- Have employer complete Employer Statement Section
- Please refer to instructions on your School's Work Permit Application for Statement of Physical Fitness.

#### **STEP 4 | RETURN TO SCHOOL to STUDENT & FAMILY SERVICES office**

- Please refer to instructions on your School's Work Permit Application form.

#### **STEP 5 | RECEIVE WORK PERMIT/EMPLOYMENT CERTIFICATE**

- You and your employer will each be sent a copy of the Employment Certificate/Work Permit from Student Services.