

The Oxford Hills School District

M.S.A.D. #17

1570 Main St., Suite 11 Oxford, Maine 04270
Phone (207) 743-8972 Fax (207) 743-2878
www.sad17.k12.me.us



Dr. Mark S. Eastman, *Superintendent of Schools*
Richard Colpitts, *Assistant Superintendent*
Kathryn E. Elkins, *Director of Curriculum*

Marjorie Gray, *Director of Special Services*
Catherine Fanjoy, *Business Manager*
David H. Marshall, *Director of Facilities*

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Work Permit Information

Students under the age of 16 are required by law to obtain an approved worker's permit from the Maine Department of Labor **before beginning a new job**. These students are allowed to have one permit during the school year, and up to two in the summer. Students under the age of 16 must get a worker's permit prior to beginning work at every new job.

In order to obtain a work permit:

- An employer must **first** offer you a job.
- **After** you have been offered a job, you may apply for a worker's permit at the Office of the Superintendent of Schools, 1570 Main Street, Suite 11, Oxford, ME. Your parent or guardian should accompany you to the office to sign the application. If your parent absolutely cannot come with you, you must bring a signed note from your parent or guardian stating that you have been given permission to obtain the permit.
- You must bring with you:
 - An original birth certificate
 - Your Social Security card
 - Name, address and phone number of your employer
- At the Office of the Superintendent of Schools, you will complete the State of Maine Work Permit application. You are not allowed to complete the application outside of the office. You must know specifically what your job title and duties will be.
- If you will be working while school is in session, you must bring a copy of your most recent report card. You are required to be passing a majority of your courses and must not be habitually truant.
- The Superintendent's Office will send the permit form to the Maine Department of Labor for you.
- You are not allowed to start work until the Maine Department of Labor approves your work permit. It usually takes about one week for this to happen.
- The Superintendent's Office will call you when your application has been approved. You will need to pick up your permit from the Superintendent's Office and give it to your employer.
- After you have given your work permit to your employer, you may start your job!

For more information, including legal work hours, wages, exceptions, exclusions, etc., please visit the State of Maine website regarding child labor laws:

http://www.maine.gov/labor/labor_laws/publications/minorsguide.html