

WORK PERMIT INSTRUCTIONS

You must have the promise of a job *before* a work permit can be issued. If an employer wants to hire you, they will need to complete a "[Promise of Employment](#)" form.

After the Promise of Employment is filled out, during the school year, call or email the library to make an appointment to get your work permit. During the summer months, contact Ms. Mulkern in the guidance department. You must be present to sign the work permit; a parent cannot sign for you. You must also bring one of the following:

- Driver's license
- Learner's permit
- Passport
- Birth certificate

Library Contact Information:

hslibrary@waylandps.org

508-358-3715

Ms. Mulkern Contact Information:

monica_mulkern@waylandps.org

508-358-3706