

FACT SHEET: WORK PERMIT REQUEST

APPLICATION PROCESS GUIDE FOR ROCHESTER CITY SCHOOL DISTRICT

Please visit <http://www.rcsdk12.org> "Click on" Departments, then Student Records and then Work Permits for additional information please contact your school counselor for questions.

- **STEP 1:** PICK UP A WORK PERMIT APPLICATION AT THE GUIDANCE COUNSELOR'S OFFICE OR NURSE'S OFFICE OR DOWNLOAD THE FORM:
<https://www.rcsdk12.org/cms/lib/NY01001156/Centricity/domain/83/work%20permits/AT-17.pdf>
 - **BLUE APPLICATION:** 14- 15 YEAR OLDS
 - **GREEN APPLICATION:** 16-17 YEAR OLDS

To participate in SUMMER OF OPPORTUNITY / SUMMER YOUTH EMPLOYMENT PROGRAM your work permit must reflect your age at the start of the program in July

*****Please note: You must be currently 16 years old or 17 to apply for the 16-17-year-old work permit. Be sure to update your work permit immediately when you turn 16***

- **STEP 2:** PROVIDE PROOF OF AGE WITH THE ORIGINAL OR PHOTOCOPY OF ONE OF THE FOLLOWING
 - Birth Certificate
 - Baptismal Certificate
 - Current unexpired Driver's License
 - Current unexpired Passport
 - Permanent Resident Card
 - Learner's Permit

*****The following will not be accepted as proof of age: School ID Card, School Records, Health Insurance SS Card and Social Security Card***

- **STEP 3:** HAVE A DOCTOR OR SCHOOL NURSE COMPLETE YOUR PRE-EMPLOYMENT PHYSICAL CERTIFICATE -

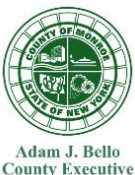
The pre-employment physical certificate is located at the end of the work permit application. Your school nurse can sign your certificate if you can supply proof of an up to date physical within the past 12 months. The form can also be obtained at the below link:

<https://www.rcsdk12.org/cms/lib/NY01001156/Centricity/domain/83/work%20permits/AT-16-1.pdf>

*****Proof can be a School Physical Form found at your school nurse's office or Physical Certificate from the doctor.***

- **STEP 4:** IN PERSON, please bring to your school counselor the following:
 - **Work Permit Application**
 - **Pre-Employment Physical Certificate**
 - **Proof of Age**

*****Applicants outside of the Rochester City School District please see the School Counselor or Nurse***



Adam J. Bello
County Executive



City of Rochester, NY
Malik D. Evans, Mayor
Rochester City Council

