

8th Grade Work Permits



- Are you 14 or 15 years old?
- Have you interviewed for a job?
- **Did the manager offer you the position?**

If you said “YES” to all three questions, you need a WORK PERMIT!

Work Permits are available at:

Omaha Public Schools Teacher-Administration Center
32nd and Cuming Streets
Monday through Friday
8:00 a.m. – 4:30 p.m.
3rd Floor – Student Information Services
557-2275

The student being hired must bring the following information, in writing to TAC:

- Name of the company you will be working for.
- Name of the manager you will report to.
- Address of employer hiring you.
- Phone number of employer hiring you.
- A description of the type of work you will be doing (for example, waiting tables at a restaurant, sacking groceries at a store, being a cashier at a concession stand, washing automobiles at a dealership, cleaning up at a pet store, etc.)
- The hours you will be working days and weekends.
- The days of the week you will be working.
- Your pay rate per hour.

The secretary will complete your Work Permit for the State of Nebraska using the information you bring. Then you will sign it and take a copy to your manager so that you may begin your employment.

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Work Permit Worksheet

Name of the company you will be working for _____

Name of the manager you will report to _____

Address of employer hiring you _____ Zip _____

Phone number of employer hiring you _____

A description of the type of work you will be doing (for example, waiting tables at a restaurant, sacking groceries at a store, being a cashier at a concession stand, washing automobiles at a dealership, cleaning up at a pet store, etc.) _____

The hours you will be working days and weekends

Week Days from _____ to _____

Week Nights from _____ to _____

Weekends from _____ to _____

The days of the week you will be working: (circle)

M T W Th F Sat Sun

Your pay rate per hour. _____ per hour