

How do I get a Work Permit in Massachusetts?

You must get a Work Permit at the School District where you live.

At Mohawk Trail Regional School, obtaining a Work Permit is a 2 step process:

1. You must have a **job offer** from an employer
2. After you have a job offer, download a **Work Permit [Application](#)** or stop by the Student Services office at MTRS

MASSACHUSETTS STATE LAW: ALL MINORS MUST OBTAIN AND HAVE FILLED OUT THE EMPLOYMENT PERMIT APPLICATION FOR 14 THROUGH 17 YEAR-OLDS BEFORE A WORK PERMIT CAN BE ISSUED.

STEP 1:

The Employment Permit Application form (Promise of Employment form) can be downloaded [Here](#) or Picked up in the Student Services Office.

14 and 15 year olds: *There are 4 sections that MUST be filled out and signed on the Employment Permit Application before the Work Permit can be issued.*

- a. The first section is completed and signed by the employer
- b. The second section is to be completed and signed by the Doctor's office or Medical office where the minor had a physical within the last year. *We can not accept a copy of a physical; this has to be signed by a physician according to State Law.*
- c. The third section is filled out and signed by the parent or legal guardian of the minor
- d. The fourth section is signed and dated by the minor

16 and 17 year olds: *There are 3 sections that must be filled out and signed on the Employment Permit Application before the Work Permit can be issued.*

- a. The first section is completed and signed by the employer
- b. The third section is filled out and signed by the parent or legal guardian of the minor
- c. The fourth section is signed and dated by the minor

STEP 2:

***The Minor (student)** must bring the completed Employment Permit Application form, their student ID, and a document that shows their birth date on it to the High School (MTRS Student Services) where the Work Permit will be filled out by the Authorized agent (MTRS Registrar). Documents MUST be originals; fax or copies will not be accepted. **THE AUTHORIZED AGENT, MUST BY LAW, WITNESS THE MINOR SIGNING THE WORK PERMIT BEFORE IT CAN BE ISSUED.**