

DIRECTIONS FOR COMPLETION OF THE EMPLOYMENT CERTIFICATE OR TRANSFERABLE WORK PERMIT (PART-TIME EMPLOYMENT ONLY)

WHERE TO GET WORK PERMIT APPLICATIONS:

The Work permit Application is attached. Follow the steps below to complete the application:

One may also obtain the application by visiting [Work Permit Application \(PDE-4565\)](#) or by visiting the district's web page at:

<http://www.pps.k12.pa.us/14311012710395693/lib/14311012710395693/Work%20Permit%20Application.pdf>

or by calling the Student conservation Association at 4120325-1851

(Application for Employment Certificate or Transferable Work Permit) is available on the School District's Web site. You will need Adobe Acrobat to download the application. An application also can be picked up by the student at the school office where the student attends OR by any person at the Pittsburgh Board of Public Education, 341 S. Bellefield Avenue, Pittsburgh, PA 15213.

COMPLETION OF WORK PERMIT APPLICATION:

- **SECTION A:** Student should legibly PRINT NAME AND ADDRESS on form prior to giving to employer and physician to complete.
- **SECTION B:** To be completed by parent*, guardian* or legal custodian* in the presence of the issuing officer at the time the permit application is presented for the work permit if application is taken to 341 S. Bellefield for issuance.
- **SECTION C:** Must be completed by prospective employer. The employer must supply the number of hours the student will be working, name, address and telephone number of employer and signature of owner or manager.
- **SECTION D:** Must be completed by examining physician, certified nurse practitioner, or certified registered nurse practitioner employed by the Board of Education, by the minor's family physician or by a physician designated by the prospective employer. (The date of the physical can not be more than one year old.)

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ATTESTATION DOCUMENT:

*In lieu of their personal appearance such person responsible for the minor may execute a statement before a notary public or other person authorized to administer oaths attesting to the accuracy of the facts set forth in the application on a form prescribed by the Department of Education, said statement to be attached to the application. (Proof of age must still be presented to the issuing officer.)

The [Attestation Document](#) is available on the School District's Web site. You will need Adobe Acrobat to download the document.

Students must have legal documentation of their date of birth with them to present to the issuing officer at the time of application for permit. (Transcript of

birth certificate, baptismal certificate or transcript, passport, other documentary evidence, e.g. driver's license or permit).

IMPORTANT: After the application is FULLY COMPLETED (Sections A, B, C, & D):

(IF SCHOOL IS IN SESSION) - CHECK WITH YOUR SCHOOL COUNSELOR OR JOB PLACEMENT COORDINATOR TO HAVE YOUR WORK PERMIT ISSUED.

OR:

*Bring to: Pittsburgh Board of Education - Room 440
341 S. Bellefield Avenue
Pittsburgh, PA 15213

(All visitors must enter on the Bellefield side of the building)

Days:

Monday through Friday

Hours:

8:00 a.m. - 4:00 p.m.

Please Call:

(412) 622-3952 for additional information

***Parent must accompany student if Work Permit is issued at the Pittsburgh Board of Education.**

PLEASE READ THE ABOVE INSTRUCTIONS CAREFULLY SINCE INCOMPLETE WORK PERMIT APPLICATIONS WILL NOT BE PROCESSED - NO EXCEPTIONS!