

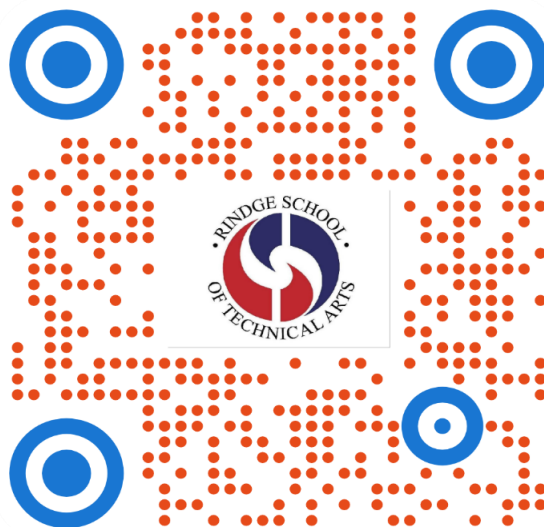
EMPLOYMENT PERMIT INSTRUCTIONS

14 – 17 YEARS OLD

1. You must have a job offer first from an employer
2. Ask the employer to complete the section **Promise of Employment** on the permit application (page 1) - download EP Application on website see below
3. Ages 14 & 15 only, your Physician completes #3 on the permit application (page 2)
4. Signatures are required by your parents/guardian and yourself (page 2)
5. Email Proof of Age (birth certificate, passport) along with page 1 & 2 of the application to cps-employmentpermits@cpsd.us

Next...

Go online and complete your permit: [Scan QR Code](#) or <https://tinyurl.com/CompleteEPhere>



*** Employment Permit Website: <https://tinyurl.com/CompleteEPhere>

Once you have submitted your completed forms and online permit, we will certify your permit. Your certified Employment Permit will be emailed back to you to give to your employer. Please allow 1-2 business days for processing.

Any questions? Email Paula at cps-employmentpermits@cpsd.us