

City of Somerville
School Year & Summer Jobs Program
Work Permit How-To

(If you are 14-17 years old follow the instructions below, 18+ do not need to obtain a work permit)

Step 1- Print out Employment Permit Application packet emailed to you by Human Resources

Step 2- Fill out the packet and obtain the appropriate signatures (see below for details):

- **Write your name** on the first page where it says "Name of Minor"
- Have **your doctor** sign part 3 "Physician's Certification of Health"
 - *****Note: if you are 16 or 17 years old, you may skip this step!**
- Have **your parent/guardian** sign part 4
- **Sign your own name** on part 5

Step 3- Bring the **filled-out application packet** to the **Somerville High School Front Office** (81 Highland Ave, Somerville, MA 02143). They will use your completed packet to create the work permit for you.

Step 4- Bring the **work permit** (obtained at Somerville High School) to **Somerville City Hall HR Office** (93 Highland Ave, Somerville, MA 02143) **OR** email the work permit to **HRAdmin@somervillema.gov**.