

1. Obtain the **Employment Permit Application** for all Minors Under 18 in Massachusetts:

- Download the [youth employment permit application](#) from Mass.gov or pick up the application at the Somerville High School front office (after school hours).

2. Complete the Application:

- **Employer Information:** The minor must provide the specific employer, work address, and job description.
- **Promise of Employment:** The employer must complete and sign the "Promise of Employment" section of the application.
- **Physician's Certificate of Health (for 14- and 15-year-olds):** If the minor is 14 or 15, a doctor must sign the Certificate of Health section, confirming the minor is physically fit to work.
- **Parent/Guardian Signature:** The parent or guardian must also sign the application.
- **Minor's Signature:** The minor must sign the application.

3. Submit the Application:

- Take the completed application, along with proof of age (birth certificate, passport, etc.) to the Community Schools Program (167 Holland Street, Somerville, MA 02144) the minor must then bring the signed Work Permit to the Somerville High School.

4. Obtain the Work Permit:

- The authorized agent (Somerville High School) will issue the work permit if the application is complete and meets all requirements. The High school secretary will send this to the Human Resources department, or the minor can bring this during the onboarding process with Human Resources.