



W249S8910 Center Drive • Big Bend, WI 53103 • 262-662-2039

To Whom It May Concern:

This is to confirm that employment was offered and accepted by

(Student name)

At in Vernon Recreation Dept. in the Village of Vernon This student will be working for us in the position of **Concession Stand**.

Because this student is under 18 years of age, we require that a child labor permit be completed and brought to us for our records. We will need this permit at orientation, which will be the first day of work.

If you have any questions, please feel free to call me at 262-470-5187.

Thank you for your help.

Sincerely,

Michael Zolecki, Vernon Recreation Director
W249S8910 Center Drive – Big Bend, WI 53103
Phone: 262-470-5187 | Fax: 262-662-3510

PARENTIAL AUTHORIZATION:

I have authorized employment of my child in the capacity shown above.

Signature of parent

INSTRUCTION TO STUDENT:

Bring this letter to your school, along with a copy of your birth certificate, baptismal certificate, or driver's license, social security card, and \$10.00. You must have your parental signature on this letter to be issued a child labor permit. When you are issued your child labor permit, bring the top copy of the permit to your scheduled orientation. **Important: You will not be allowed to work without a work permit on file.** We will reimburse you on your first paycheck for the cost of the permit.

WISCONSIN STATE LAW WORK PERMIT REQUIREMENTS

(WHAT YOU NEED TO BRING IN ORDER TO GET A WORK PERMIT)

- ▶ Written request from the employer, including their address, telephone number and a description of the duties you will be performing.
- ▶ A note from parent or guardian giving permission for you to work for that particular employer.
- ▶ Home address
- ▶ Proof of ageBirth Certificate or Baptismal Certificate or Drivers License (with your picture)
- ▶ Original Social Security Card – (Bringing in just your number will NOT work) NO COPIES
- ▶ FEE: \$10.00 (This is refundable from your employer).

HOURS: - 7:00 a.m. – 4:00 p.m. Monday through Friday.

PLACE: - Mukwonago School District Office – 385 County Road NN E

PHONE: 262-363-6300

ALTERNATIVE WORK PERMIT LOCATIONS

New Berlin West High School

(262) 789-6400
18695 W. Cleveland Ave.
New Berlin, WI 53146
School Year: 6:45-3:30
Summer Hours: 9:00-3:30
Check-in at the main office

Eisenhower High School

(262) 789-6300
4333 S. Sunny Slope Rd.
New Berlin, WI 53151
School Year: 6:45-3:30
Summer Hours: 9:00-3:30
Guidance Office

Muskego High School

(262) 679-2300
W183 S8750 Racine Ave.
Muskego, WI 53150
Yearly Hours: 8:00-3:00
ESC Building, next to football field
*High school under construction,
please call ahead for directions*

Oconomowoc High School

(262) 560-3100
641 Forest St.
Oconomowoc, WI 53066
Yearly Hours: 6:00-2:30
Main Office

La Casa De Esperanza

(262) 547-0887
414 Arcadian Ave.
Waukesha, WI 53186
Weekdays: 8:00-5:00
Reception Desk at the Entrance

Brookfield Central High School

(262) 785-3910
16900 W Gebhardt Rd.
Brookfield, WI 53005
School Year: 7:00-4:00
Summer Hours: 7:30-3:00
Check-in at the main office

Elmbrook School District Admin. Office

(4262) 781-3030
13780 Hope St.
Brookfield, WI 53008
Yearly Hours: 8:00-4:30 Mon.-Thurs.
8:00-12:00 noon Friday
Administrative Office

Kettle Moraine High School

(262) 968-6200
349 Oak Crest Dr.
Wales, WI 53118
School Year: 7:00-4:30
Summer Hours: 7:00-2:30
Closed: 6/23/03
*High school under construction,
please call ahead for directions*

Boys & Girl's Club

Camp Whitcomb/Mason
(262) 538-1190
W294 N8436 Whitcomb Rd.
Hartland, WI 53029
Weekdays: 9:00-3:00
*Call prior to arrival

Waukesha South High School

(262) 970-3700
401 East Roberta Avenue
Waukesha, WI 53186-6698
Summer Hours: 7:00-3:00
Main Office

Waukesha West High School

(262) 970-3900
3301 Saylesville Road
Waukesha, WI 53188
Summer Hours: 7:00-3:00
Athletic Office

Mukwonago High School

School Year: (262) 363-6200
605 W. School Road
Mukwonago, WI 53149
7:15-3:00
Summer Office: (262) 363-6300
District Office
423 Division Street
Mukwonago, WI 53149
7:30-3:00