



**OTHS**  
**O'Fallon Township High School**  
600 South Smiley  
O'Fallon, IL 62269



## **Work Permit**

To protect the safety of Illinois teenagers, and place a priority on their education, minors age 14 or 15 may work, but not without obtaining an Employment Certificate (820 ILCS 205/9-12) from their local high school or school administration office.

Mrs. Gass in the District Office (Smiley Campus) will assist you in obtaining a work permit, but you must provide the following:

1. A Completed Application for a Work Permit (with necessary Documents)
2. A Completed Letter of Employment
3. Principal Statement to Issuing Officer
4. Copy of parents driver's license

Please contact Mrs. Gass at 618-632-3507 ext. 660 or [GassA@oths.us](mailto:GassA@oths.us) for more information.