

# HOW TO GET A WORK PERMIT

## A Guide For Alvord Students

### REQUIREMENTS

**GPA: 2.0+**

**ATTENDANCE:** 

### Do Your Part

Students must maintain a minimum of a 2.0 GPA and have satisfactory attendance in order to be eligible for a work permit.

Grades and attendance are monitored regularly throughout the school year.

### JOB HUNT

- APPLY FOR A JOB**
- INTERVIEW**
- COMPLETE FORM**

### Find a Job

You must have a job in order to have get a work permit.

Download the "Work Permit Application" and have it ready when you go to your interview.

This form must be completely filled out before coming in for your appointment.

### MAKE APPOINTMENT

 **951-509-6116**

 **VICTORIA.SANTANA@ALVORDSCHOOLS.ORG**

### Appointment is Required

Work Permits are issued by appointment only from a centralized location.

Call or email to schedule an appointment.

### BRING YOUR PAPERWORK

- COMPLETED APPLICATION**
- BIRTH CERTIFICATE**
- SOCIAL SECURITY CARD**

### Don't Forget These!

Make sure to bring all required documents to your appointment.

If you can't locate these documents or have questions about what is required, call or email us.

### REMEMBER!!

#### Some Important Reminders

- !!** THERE IS A LIMIT TO THE NUMBER OF HOURS YOU'RE ALLOWED TO WORK DEPENDING ON YOUR AGE.
- !!** WORK PERMITS ARE ISSUED TO ONE BUSINESS-IF YOU GET A DIFFERENT JOB, YOU NEED A DIFFERENT WORK PERMIT.
- !!** WORK PERMITS MUST BE RENEWED AT THE BEGINNING OF EVERY SCHOOL YEAR-NO EXCEPTION!

**CALL 951-509-6116  
OR EMAIL VICTORIA.SANTANA@ALVORDSCHOOLS.ORG  
WITH ANY QUESTIONS**