

**NAUSET PUBLIC SCHOOLS
WORK PERMIT APPLICATION PROCESS
DURING SCHOOL CLOSURE due to COVID-19
Students Aged 14 – 17**

How to Apply:

- Download a copy of the application [Youth Permit Application](#)

Information Needed on Application:

- “Promise of Employment” completed by the employer
- Physician’s signature if aged 14-15
- Proof of Age:
 - For Nauset Public Schools Students – No proof needed (we use your school record)
 - For Non-Nauset Public Schools Students – We will need to view your proof of age document, such as your birth certificate, passport or immigration record via a video chat
For data security purposes, please do not email a copy of your proof of age document
We will also need a copy of a picture ID to verify your identity.
- Signature of parent/guardian and student signature

How to Submit Completed Application:

- Take a copy of the completed application and email as an attachment to Rhonda Sandison, Human Resources Clerk: sandisonr@nausetschools.org
 - If you are not a student of Nauset Public Schools, please attach a copy of your school ID to verify your identity and school of attendance.
 - In the body of your email, provide the following details that will be needed to complete your permit:
 - Place of Birth
 - Address
 - Color of Hair
 - Color of Eyes
 - Facial Marks
 - Grade Last Attended (current grade)
 - The cell phone number of your parent/guardian so that we may set up an appointment for a video chat with you together to confirm your signatures and also to view your proof of age documents if you are not a Nauset Public Schools student.

How You Will Receive Your Completed Work Permit:

- Upon receipt of the above information, and after completing the video chat with you and your parent/guardian, a representative from our Central Office team will email you a copy of your completed work permit.

For Full Details on Youth Employment Laws in MA:

- Please visit <https://www.mass.gov/service-details/youth-employment-permit-information>