

**NAUSET PUBLIC SCHOOLS**  
**WORK PERMIT APPLICATION PROCESS**  
Students Aged 14 – 17

**How to Apply:**

- Download a copy of the application here [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. 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 the teen's birth certificate email as attachments to: [daleyj@nausetschools.org](mailto:daleyj@nausetschools.org) or [sandisonr@nausetschools.org](mailto: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, please provide the following details that will be needed to complete your permit
    - Address
    - Place of Birth
    - Date Of Birth
    - Age
    - Gender
    - Color of Hair
    - Color of Eyes
    - Facial Marks
    - School Last Attended
    - Grade Last Attended

**How You Will Receive Your Completed Work Permit:**

- Upon receipt of the above information, a representative from our Central Office team will email you a copy of your work permit. You will then need to sign and return a signed copy of the permit to complete the permit process.

**For Full Details on Youth Employment Laws in MA:**

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