



Carlynton School District | 435 Kings Highway | Carnegie, PA 15106 | www.carlynton.k12.pa.us

Instructions for Submitting Application for Work Permit

1. Students must have a job to complete a work permit and must be 14 years of age.
2. Work permits are available in the junior-senior high school front office. Both sections of the Application for Work Permit Form PDE4565, **A and B**, must be filled in completely before a work permit can be issued.
3. Under section A, please be sure to attach required information regarding the age of the applicant (birth or baptismal certificate). A work permit **will not** be issued without this documentation.
4. Under section B, the signature of parent, guardian or legal custodian is required. The student must then **sign the application in the presence of the issuing school official**.
5. The top right section of the form is to be completed by a school official only.
6. Completed form must be submitted to the Carlynton Jr.-Sr. High School Office, 435 Kings Highway, Carnegie, PA, 412-429-2500, ext. 1108, between the hours of 8:00 am and 2:30 pm.

Application for Work Permit

APPLICATION FOR WORK PERMIT

Date of application _____

Certificate/Permit number _____

Date issued _____

PDE-4565 (1/13)

A. To be completed by issuing officer

Name of minor	Sex _____	Signature of issuing officer
	Color of hair _____	
	Color of eyes _____	

Any physical work restrictions	School district - name and address Carlynton School District 435 Kings Highway, Carnegie, PA 15106
Place of residence	Place of birth

Date of birth			Evidence of age accepted and filed. Evidence shall be required in the order designated. Cross out all but the one accepted.		
Month	Day	Year	a. Transcript of birth certificate	b. Baptismal certificate or transcript	c. Passport
			d. Other documentary evidence	e. Affidavit of parent or guardian accompanied by physician's statement of opinion as to the age of the minor	

B. To be completed by parent or guardian, unless minor is a high school graduate (please attach proof of graduation)

Signature of parent, guardian or legal custodian*	Name and address of parent, guardian or legal custodian
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Commonwealth of Pennsylvania - Department of Education

*In lieu of a signature under clause (B), the applicant may execute a statement before a notary public or other person authorized to administer oaths attesting to the accuracy of the facts set forth in the application on a form prescribed by the department. The statement shall be attached to the application.