

Looking for a job? Follow the steps below to ensure a smooth employment process:

1. Make sure you are eligible for a work permit! Check with Mrs. Wigdor in the CCC to make sure that you meet the eligibility requirements before you apply for jobs. If you are lucky enough to have found a paid internship, you will also need to follow these steps.
2. If you are deemed eligible, you can start applying for jobs. If you are not eligible, work on those grades and get your attendance up and check back with Mrs. Wigdor at the start of the new grading period.
3. After you are offered a job, go to the CCC and ask for a Work Permit Request Form. This form needs to be filled out and signed by the student, a parent/guardian, and the employer.
4. Return the completed form to Mrs. Wigdor in the CCC and she will let you know when you can come back to pick up your Work Permit. Please allow for a minimum of two school days for the Work Permit form to be completed.