

APPLICATION FOR EMPLOYMENT

TRI-TOWNSHIP PARK DISTRICT
410 Wickliffe, TROY, IL 62294
618-667-6887
parkoffice@tritownshippark.org

First Name: _____ Age: _____ Work permit required: _____

Last Name: _____ Date of Birth: _____ Work permit attached _____

Address: _____

City: _____ State: _____ Zip: _____

Cell Phone #: _____ Additional Contact Phone #: _____

Email address: _____

Mother's Name: _____ Emergency Phone # _____

Father's Name: _____ Emergency Phone # _____

Parent/Legal Guardian Acknowledgement

As parent/legal guardian of the above-named referee/concession stand worker, I acknowledge that any child under the age of 16 is required to have a work permit to act as a referee/concession stand worker for the Tri-Township Park District athletic programs. I also acknowledge if the above child is under the age of 14 acting as a Referee/Umpire that a parent/legal guardian must be present during the games in which he/she is officiating.

Waiver: As the parent and/or legal guardian of the child(ren) named above, I hereby give my full consent and approval for my child(ren) to participate in this program. I recognize and acknowledge that there are certain risks involved in participating in this program. I agree to assume the full risk of any injury, including death, damage and/or loss regardless of severity which my child(ren) may sustain as a result of participating in any and all activities connected with this program. I hereby certify that my child(ren) is/are capable of participating in the above program and that my child(ren) is/are healthy and has no physical or mental disabilities or infirmities that would restrict full participation in these activities, except as listed under medical information. I fully agree to indemnify and hold harmless the Tri-Township Park District, its Board of Commissioners, agents, servants, and employees from any and all claims resulting from injuries, including death, damages and/or losses sustained by my child(ren) arising out of, connected with, or in any way associated with activities of this program.

Parent Signature: _____ Date: _____

This form must be completed in its entirety along with both tax forms and returned to the Park Office before there will any compensation paid to an individual. If a participant is under the age of 16, a work permit must also be presented at this time.

Employee's Withholding Certificate

▶ **Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.**
▶ **Give Form W-4 to your employer.**
▶ **Your withholding is subject to review by the IRS.**

2022

Step 1: Enter Personal Information	(a) First name and middle initial	Last name	(b) Social security number
	Address		
	City or town, state, and ZIP code		▶ Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov .
	(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying widow(er) <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at www.irs.gov/W4App, and privacy.

Step 2:
Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs. Do **only one** of the following.

(a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4); **or**
 (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; **or**
 (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld . . . ▶

TIP: To be accurate, submit a 2022 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependents	If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly): Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$ _____		
	Multiply the number of other dependents by \$500 ▶ \$ _____		
	Add the amounts above and enter the total here	3	\$ _____
Step 4 (optional): Other Adjustments	(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income	4(a)	\$ _____
	(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here	4(b)	\$ _____
	(c) Extra withholding. Enter any additional tax you want withheld each pay period	4(c)	\$ _____

Step 5:
Sign Here

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

▶ **Employee's signature** (This form is not valid unless you sign it.)

▶ **Date**

Employers Only

Employer's name and address	First date of employment	Employer identification number (EIN)
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Illinois Withholding Allowance Worksheet

General Information

Complete this worksheet to figure your total withholding allowances.

Everyone must complete Step 1.

Complete Step 2 if

- you (or your spouse) are age 65 or older or legally blind, or
- you wrote an amount on Line 4 of the Deductions and Adjustments Worksheet for federal Form W-4.

If you have more than one job or your spouse works, you should figure the total number of allowances you are entitled to claim. Your withholding usually will be more accurate if you claim all of your allowances on the Form IL-W-4 for the highest-paying job and claim zero on all of your other IL-W-4 forms. You may reduce the number of allowances or request that your employer withhold an additional amount from your pay, which may help avoid having too little tax withheld.

Step 1: Figure your basic personal allowances (including allowances for dependents)

Check all that apply:

- No one else can claim me as a dependent.
- I can claim my spouse as a dependent.

- 1 Write the total number of boxes you checked. 1 _____
- 2 Write the number of dependents (other than you or your spouse) you will claim on your tax return. 2 _____
- 3 Add Lines 1 and 2. Write the result. This is the total number of basic personal allowances to which you are **entitled**. 3 _____
- 4 If you want to have additional Illinois Income Tax withheld from your pay, you may reduce the number of basic personal allowances or have an additional amount withheld. Write the total number of basic personal allowances you elect to claim on Line 4 and on Form IL-W-4, Line 1. 4 _____

Step 2: Figure your additional allowances

Check all that apply:

- I am 65 or older.
- My spouse is 65 or older.
- I am legally blind.
- My spouse is legally blind.

- 5 Write the total number of boxes you checked. 5 _____
- 6 Write any amount that you reported on Line 4 of the Deductions and Adjustments Worksheet for federal Form W-4. 6 _____
- 7 Divide Line 6 by 1,000. Round to the nearest whole number. Write the result on Line 7. 7 _____
- 8 Add Lines 5 and 7. Write the result. This is the total number of additional allowances to which you are **entitled**. 8 _____
- 9 If you want to have additional Illinois Income Tax withheld from your pay, you may reduce the number of additional allowances or have an additional amount withheld. Write the total number of additional allowances you elect to claim on Line 9 and on Form IL-W-4, Line 2. 9 _____

Note If you have non-wage income and you expect to owe Illinois Income Tax on that income, you may choose to have an additional amount withheld from your pay. On Line 3 of Form IL-W-4, write the additional amount you want your employer to withhold.

----- Cut here and give the certificate to your employer. Keep the top portion for your records. -----

Illinois Department of Revenue IL-W-4 Employee's Illinois Withholding Allowance Certificate

Social Security number _____
 Name _____
 Street address _____
 City _____ State _____ ZIP _____

Check the box if you are exempt from federal and Illinois Income Tax withholding and sign and date the certificate.

- 1 Write the total number of basic allowances that you are claiming (Step 1, Line 4, of the worksheet). 1 _____
- 2 Write the total number of additional allowances that you are claiming (Step 2, Line 9, of the worksheet). 2 _____
- 3 Write the additional amount you want withheld (deducted) from each pay. 3 _____

I certify that I am entitled to the number of withholding allowances claimed on this certificate.

Your signature _____ Date _____

This form is authorized under the Illinois Income Tax Act. Disclosure of this information is required. Failure to provide information may result in this form not being processed and may result in a penalty.

Employer: Keep this certificate with your records. If you have referred the employee's federal certificate to the IRS and the IRS has notified you to disregard it, you may also be required to disregard this certificate. Even if you are not required to refer the employee's federal certificate to the IRS, you still may be required to refer this certificate to the Illinois Department of Revenue for inspection. See Illinois Income Tax Regulations 86 Ill. Adm. Code 100.7110.

EMPLOYMENT CERTIFICATE APPLICATION FORM

Turn this completed form in to the school office, once permit is issued, turn one copy of permit in to employer
The Work Permit is ONLY Issued and VALID for Students 15 years old and younger as per the Illinois
Department of Child Labor Law

Date: _____ Name of Student: _____ Male/Female

Address: _____

Phone: _____ City _____ State _____ Zip _____
Social Security #: _____

PARENT (S): I have read the statement from the employer below and give my son/daughter permission to work in his/her establishment.

Parent Name (Print): _____ Parent Signature: _____

Parent Address: _____

Phone # _____ Date: _____

EMPLOYER: (Please fill in the following information or submit a letter on company letterhead including the same information. Including date of employment)

I agree to employ the above named student.

Is liquor served? Yes No Summer work only? Yes No

Place of employment: Tri-Township Park District Nature of Industry: Parks & Recreation

Address: 410 Wickliffe St. Troy, IL 62294

Type of work to be done: Officiating City _____ State _____ Zip _____

Position: Sports Official-Referee or Umpire

Student will work 3 hours on school days and not more than eight (8) hours on days when school is NOT in session, or Up to 24 hours withing a week, but not more than 6 consecutive days.

Employer's Name (Print): Ann Byrd

Signature of Employer: JAD Phone #: 618-667-6887

Got a Job? Get a Permit!

To protect the safety of Illinois teenagers, and place a priority on their education, minors age 14 or 15 may work, but not without first obtaining an Employment Certificate from their local high school or school administration office.

It's the Law.

Homework done?

You may work:

During the school year:

- ✓ between 7 AM and 7 PM**
- ✓ up to 3 hours per school day but not more than 8 hours per day when school & work hours are combined**
- ✓ up to 8 hours on a non-school day**
- ✓ up to 24 hours a week, but not more than six consecutive days**

During summer break June 1st through Labor Day:

- ✓ between 7 AM and 9 PM**
- ✓ up to 48 hours a week, but not more than six consecutive days**

Exceptions:

Most work for persons in their private homes, such as baby-sitting and yard work.

Minors may sell and distribute magazines and newspapers, and/or engage in agriculture pursuits outside of schools hours and 13 year olds can work as golf caddies.

The Procedure For Teens – It's A, B, C

- A. When you find a job, you need a 'letter of intent to hire' from the prospective employer. It must outline the hours you will be working and what you will be doing.**
- B. You and your parent or guardian must take this application to your School and request to see the issuing officer for an Employment Certificate**
- C. The issuing officer will review for safety and check for conflicts with your school schedule. If everything is okay, you will be issued an employment certificate to give to your new employer.**

For Employers – It's Simple!

No employment certificate for a teen under age 16 means NO WORK!

Employers who work 14 or 15 year old teens without having a work permit on the premises, are subject to fines by the Illinois Department of Labor. Children under age 14 are not employable. (see Exceptions above)

Ages 16 to 19:

If your employer requires "proof of age" from you, the issuing officer mentioned in Step B above can provide you with a Proof of Age Certificate.

Child Labor Hotline: 1-800-645-5784

Safety First – Common Prohibited Occupations

Work is Prohibited IN ANY CAPACTIY:

- ◆ **On premises where liquor is served.**
- ◆ **Occupations at filling or service stations, including the retail portion thereof.**
- ◆ **Occupations requiring the use of power-driven machinery.**
- ◆ **Most occupations in logging and saw milling.**
- ◆ **Any occupation in construction, including demolition and repair.**
- ◆ **Occupations involving the use of ladders, scaffolds, or their substitutes.**
- ◆ **Occupations involving contact with moving vehicles.**
- ◆ **Occupations involving laundry, dry-cleaning or rug cleaning equipment.**
- ◆ **For a complete list please refer to the Child Labor Law, 820-ILCS 205/1-22.**

WHAT YOU NEED TO KNOW TO COMPLY WITH THE CHILD LABOR LAW

Child Labor Law Information: 312-793-2804

Child Labor Hot Line: 800-645-5784

The Illinois Child Labor Law (820 ILCS 205/1 et seq.) regulates the employment of minors under the age of 16 years of age and required all minors to have employment certificates.

The Superintendents of Schools or their duly authorized agents issue employment certificates.

HOOR RESTRICTIONS

1. When school is in session, children 14 and 15 years of age may work:
 - ◆ Up to 3 hours per day;
 - ◆ Up to 24 hours per week, and
 - ◆ The combined hours of school and work may not exceed 8 hours per day.
2. When school is NOT in session (including summer vacations, holidays, and weekends), children under the age of 16 may NOT work.
 - ◆ More than 8 hours per day;
 - ◆ More than 6 days per week; nor
 - ◆ More than 48 hours per week.
3. Daily hours of work may not be before 7:00 AM and 7:00 PM except between June 1st and Labor Day when working hours may be extended to 9:00 PM.
4. A scheduled meal period of at least thirty (30) minutes must be provided no later than the fifth consecutive hour of work.

Employers of minors must post a scheduled stating the hours of work and time of the lunch period. The employer must also furnish any minor⁴ she/he intends to employ with a statement describing the specific nature of the work to be performed and the hours and days the minor is to work. The minor must present this statement to his/her school principal when making application for an employment certificate, along with a copy of his/her birth certificate. The minor must be accompanied by a parent or guardian.

When both the Illinois Child Labor Law and the Fair Labor Standards Act child labor provisions cover an establishment, the stricter of the two laws will prevail.

The Illinois Child Labor Law does not apply to the sale and distribution of magazines and newspapers at hours when the schools of the district are not in session; nor to the employment of a minor outside of school hours in and around a home of an employer when the work is not business related; nor to the work of a minor 13 or more years of age, in caddying at a gold course nor to minors 12 and 13 years of age employed as officials at certain sports activities.

OCCUPATIONS DEEMED HAZARDOUS TO MINORS

Minors under the age of 16 MAY NOT WORK in any of the following Hazardous Occupations:

1. In, about or in conjunction with any public messenger or delivery service, bowling alley, pool room, billiard room, skating rink (except an ice skating rink owned and operated by a school or unit of local government); exhibition park or place of amusement, garage or as a bell boy in any hotel or rooming house or about or in conjunction with power-driven machinery.
2. In the oiling, cleaning or wiping of machinery or shafting;
3. In or about any mine or quarry;
4. In stone cutting or polishing;
5. In or about any hazardous factory work;
6. In or about any plant manufacturing explosives or articles containing explosive components, in the use or transportation of same;
7. In or about plants manufacturing iron or steel, ore reduction works, smelters, foundries, forging shops, hot rolling mills, or any place in which the heating, melting, or heat treating of metals is carried on;
8. In the operations of machinery used in the cold rolling of heavy metal stock, or in the operations of power-driven punching, shearing, stamping or metal plate pending machines;
9. In or about sawmills or lath, shingle or cooperage stock mills;
10. In the operation of power driven woodworking machines or off bearing from circular saws;
11. In the operations of freight elevators or hoisting machines and cranes;
12. In spray painting or in occupations involving exposure to lead or its compounds or to dangerous or poisonous dyes or chemicals;
13. In any place or establishment in which intoxicating alcoholic liquors are served or sold for consumption on the premises, or in which such liquors are manufactured or bottled; except as follows: (A) busboy and kitchen employment, not otherwise prohibited, when in connection with the service of meals at any private club, fraternal organization or veteran's organization shall not be prohibited by this subsection; (B) this subsection 13 does not apply to employment that is performed on property owned or operated by a park district, as defined in subsection (a) of Section 1-3 of the Park District Code, if the employment is not otherwise prohibited by law;
14. In oil refineries, gasoline blending plants or pumping stations on oil transmission lines;
15. In operation of laundry, day cleaning or dyeing machinery;
16. In occupations involving exposure to radioactive substances;
17. In or about any filling station or service station;
18. In construction work, including demolition and repair;
19. In roofing operations;
20. In excavating operations;
21. in logging operations;
22. In public and private utilities and related services;
23. In operations in or in connection with slaughtering, meat packing, poultry processing and fish and seafood processing;
24. In operations which involve working on an elevated surface, with or without use of equipment, including but not limited to ladders and scaffolds;
25. in security positions or any occupations that requires the use or carrying of a firearm or other weapon; Or
26. In occupations which involve the handling or storage of blood, blood products, body fluids or body tissue.

Office employment for 14 and 15 years olds is not prohibited.

WORK PERMIT AND AGE CERTIFICATE REQUIREMENTS

WORK PERMITS are issued to minors 0 months through 15 years.

Employment certificates cannot be issued to minors 0 months through 13 years of age unless the minor will be employed as a model (Section 250.260 of the Child Labor Law)

1. **A WRITTEN APPLICATION MUST BE COMPLETED** in order to obtain a work permit for a minor and is required under section 205/12 of the Illinois Child Labor Law.
2. **THE PARENT/GUARDIAN MUST BE PRESENT** when you are issuing a work permit to someone 15 years of age or younger. The parent/guardian's presence at the time the application is filed is required under section 205/12 of the Illinois Child Labor Law.
3. **THE MINOR CHILD MUST BE PRESENT** when you are issuing a work permit. The parent may not come in without the minor child to obtain a work permit for the minor child.
4. **YOU MUST HAVE THE MINOR CHILD'S SOCIAL SECURITY NUMBER** We do not number work permit forms. Instead of permit numbers, we will not use the minor's social security number.
5. **ITEMS NEEDED FOR VERIFICATION BEFORE A WORK PERMIT CAN BE ISSUED:**
 - a. A statement of intention to employ signed by the prospective employer listing the nature of the occupation in which he intends to employ the minor. The exact hours of the day and number of hours per day and days per week must be listed.
 - b. Verification of age, proven by:
 - i. Birth Certificate furnished by the State/County or a signed statement of the recorded date and place of birth issued by a registrar of vital records OR Passport OR Certificate of baptism duly certified showing the date of birth and place of baptism of the child.
 - c. Phone Number & Current Address
 - d. Physical date within one year of the date the minor is applying
6. **WHAT TO DO WHEN YOU RECEIVE THE SIGNED WORK PERMIT FORM:**
 - a. Yellow copy for the employer
 - b. Blue copy for the Department of Labor
 - c. Green copy retained with the application & supporting back up for your records
 - d. Pink copy for the parent's records.
 - e. Mail the Blue copy to:

Illinois Department of Labor
State of Illinois Building
Attn: Child Labor Enforcement
160 North LaSalle Street, Ste. #1300
Chicago, IL 60601-3150

CERTIFICATE OF AGE

A certificate of age is only issued to persons between the ages of 16 and 20 years old. This is not a work permit, but only certifies his/her age and can be issued to anyone 16-20 years of age upon request.

IL DEPT OF LABOR FORMS MUST BE USED; OTHER FORMS WILL NOT BE ACCEPTED!!