

Vernon Recreation Dept.  
W249 S8910 Center Drive  
P.O. Box 309  
Big Bend, WI. 53103-0309  
PH: 262-470-5187  
FX: 262-662-3510

To Whom It May Concern:

This is to confirm that employment was offered and accepted by

\_\_\_\_\_  
(Student name)

At in Vernon Recreation Dept. in the Town of Vernon This student will be working for us in the position of **Umpire** with the following duties: to oversee the game he/she is **Refereeing**,

Because this student is under 18 years of age, we require that a child labor permit be completed and brought to us for our records. We will need this permit at orientation, which will be the first day of work.

If you have any questions, please feel free to call me at 262-470-5187.  
Thank you for your help.

Sincerely,

\_\_\_\_\_  
Michael Zolecki, Vernon Recreation Director.

**PARENTAL AUTHORIZATION:**

I have authorized employment of my child in the capacity shown above.

\_\_\_\_\_  
Signature of parent

**INSTRUCTION TO STUDENT:**

Bring this letter to your school, along with a copy of your birth certificate, baptismal certificate, or driver's license, social security card, and \$10.00. You must have your parental signature on this letter to be issued a child labor permit. When you are issued your child labor permit, bring the top copy of the permit to your scheduled orientation. **Important: You will not be allowed to work without a work permit on file.** We will reimburse you on your first paycheck for the cost of the permit.

# WISCONSIN STATE LAW WORK PERMIT REQUIREMENTS

*(WHAT YOU NEED TO BRING IN ORDER TO GET A WORK PERMIT)*

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- ▶ Written request from the employer, including their address, telephone number and a description of the duties you will be performing.
- ▶ A note from parent or guardian giving permission for you to work for that particular employer.
- ▶ Home address
- ▶ Proof of age . . . Birth Certificate or Baptismal Certificate or Drivers License (with your picture)
- ▶ Original Social Security Card – (Bringing in just your number will NOT work) NO COPIES
- ▶ FEE: \$10.00 (This is refundable from your employer).

**HOURS:** - 7:00 a.m. – 4:00 p.m. Monday through Friday.

**PLACE:** - Mukwonago School District Office – 385 County Road NN E

**PHONE:** 262-363-6300

## ALTERNATIVE WORK PERMIT LOCATIONS

### New Berlin West High School

(262) 789-6400  
18695 W. Cleveland Ave.  
New Berlin, WI 53146  
School Year: 6:45-3:30  
Summer Hours: 9:00-3:30  
Check-in at the main office

### Eisenhower High School

(262) 789-6300  
4333 S. Sunny Slope Rd.  
New Berlin, WI 53151  
School Year: 6:45-3:30  
Summer Hours: 9:00-3:30  
Guidance Office

### Muskego High School

(262) 679-2300  
W183 S8750 Racine Ave.  
Muskego, WI 53150  
Yearly Hours: 8:00-3:00  
ESC Building, next to football field  
\*High school under construction,  
please call ahead for directions\*

### Oconomowoc High School

(262) 560-3100  
641 Forest St.  
Oconomowoc, WI 53066  
Yearly Hours: 6:00-2:30  
Main Office

### La Casa De Esperanza

(262) 547-0887  
414 Arcadian Ave.  
Waukesha, WI 53186  
Weekdays: 8:00-5:00  
Reception Desk at the Entrance

### Brookfield Central High School

(262) 785-3910  
16900 W Gebhardt Rd.  
Brookfield, WI 53005  
School Year: 7:00-4:00  
Summer Hours: 7:30-3:00  
Check-in at the main office

### Elmbrook School District Admin. Office

(4262) 781-3030  
13780 Hope St.  
Brookfield, WI 53008  
Yearly Hours: 8:00-4:30 Mon.-Thurs.  
8:00-12:00 noon Friday  
Administrative Office

### Kettle Moraine High School

(262) 968-6200  
349 Oak Crest Dr.  
Wales, WI 53118  
School Year: 7:00-4:30  
Summer Hours: 7:00-2:30  
Closed: 6/23/03  
\*High school under construction,  
please call ahead for directions\*

### Boys & Girl's Club

Camp Whitcomb/Mason  
(262) 538-1190  
W294 N8436 Whitcomb Rd.  
Hartland, WI 53029  
Weekdays: 9:00-3:00  
\*Call prior to arrival

### Waukesha South High School

(262) 970-3700  
401 East Roberta Avenue  
Waukesha, WI 53186-6698  
Summer Hours: 7:00-3:00  
Main Office

### Waukesha West High School

(262) 970-3900  
3301 Saylesville Road  
Waukesha, WI 53188  
Summer Hours: 7:00-3:00  
Athletic Office

### Mukwonago High School

School Year: (262) 363-6200  
605 W. School Road  
Mukwonago, WI 53149  
7:15-3:00  
Summer Office: (262) 363-6300  
District Office  
423 Division Street  
Mukwonago, WI 53149  
7:30-3:00