

Work Permit

The Department of Labor states that anyone working for Sweetwater in the State of Georgia who is under the age of 18 must obtain a work permit. Please read below for information on obtaining your permit.

OBTAINING A WORK PERMIT:

1. Your work permit data sheet will be provided to you when you come in for your interview. If you did not receive a data sheet please contact the HR office to have one sent to you.
2. Fill out section A on the work permit data sheet with your information
3. Section B must be completed by Sweetwater (your employer)
4. Take the work permit data sheet to your high school
 - **Take with you:**
 - **Birth Certification**
 - **Photo ID**
 - **Social Security Number**
5. The issuing officer at your school will fill out their part (part C) and give you a completed work permit. If you are 16 or 17, ask them to also provide you with a permanent identification card. You will be able to take this to any job you work until you turn 18.
6. If you attend school in a different state you are still required to get a work permit in order to work for the summer in the State of Georgia. You will need to take your three forms of identification to any local Board of Education in order to obtain a work permit.
7. **Fax (770.491.0069)** or **email (christywahl@sweetwaterpools.net)** Sweetwater a copy of the completed work permit.
8. More information about obtaining a work permit can be found on the Georgia Department of Labor website (http://www.dol.state.ga.us/em/online_work_permit.htm)

IMPOTANT THINGS TO NOTE:

1. You must have your work permit to Sweetwater before the summer begins or you are not eligible to begin work.
2. It is important for you to get your work permit while school is in session because once summer begins it is very difficult to obtain your permit through your school.
3. If you live in Dekalb County and you are having trouble with your school, you can go to the Dekalb County Board of Education with your identification (**birth certificate and photo ID**) and work permit data sheet and they will fill it out for you.
 - Dekalb County Board of Education**
 - 3770 North Decatur Road**
 - Decatur, Georgia 30032**
 - Building A**
 - 678-676-0724** (Call them before you go to ensure someone will be in the office to help you)
4. Gwinnett County will not allow you to obtain a work permit from the Board of Education. You must go to your high school or another local high school to get your permit.