

NOTICE for Cambridge Youth Seeking
Employment Permits
Summer 2011 – CHANGE IN LOCATION

The Rindge School of Technical Arts (RSTA) office is where residents of Cambridge who are between 14 and 17 years of age can obtain **Employment Permits**, also known as “Working Papers.” For information regarding Employment Permits, including a downloadable **Application**, go to: www.mass.gov and SEARCH for employment permits.

From 6/27 until 8/26, the RSTA office is located in room WM151 (first floor of the War Memorial Building) of CRLS. Public access to the Summer 2011 RSTA Office is by way of Door 14 on Cambridge Street.

The RSTA Office is open during the summer on a limited basis; please see the schedule below for days and times. **NOTE: The schedule is subject to revision without notice due to renovation work at CRLS this summer.** We apologize in advance for any inconvenience these changes may cause; we appreciate your patience and understanding. Notice of an alternative site, if necessary, will be made at the Main Entrance of CRLS, the War Memorial Room 151, and on the RSTA answering machine: (617) 349-7782.

If the RSTA office is closed, individuals seeking an Employment Permit should take an “Employment Permit **Application** for 14 through 17 Year-Olds” (outside the RSTA Office/WM151 door or off the web site), complete it (including all required signatures), and return it to the RSTA office **when it is open** along with proof of age.

RSTA Office Locations & Schedule Summer 2011:

CRLS R123A until June 24 (Monday-Friday 8:00-4:00)

Note: The RSTA Office is closed July 4 and July 8 through July 12

War Memorial Room 151 from June 27 - August 26 (Monday-Friday 9:00-3:00)

CRLS R123A beginning August 29 (Monday-Friday 8:00-4:00)