

WORK PERMIT FORMS

Please Read Carefully

The attached Work Permit Form is a new form issued by the State of Ohio. There are three (3) parts that ***MUST*** be filled out. Each section **MUST** be filled out completely before you turn it into the office to be typed. **AFTER THIS FORM IS FILLED OUT, PLEASE DROP IT OFF IN THE HIGH SCHOOL OFFICE IN THE MORNING AND IT WILL BE READY FOR YOU TO PICK UP BY 3:00 IN THE AFTERNOON.**

1. STUDENT/APPLICATION INFORMATION

This must be filled out completely. If you have any questions, please ask. If you have a physical on file or you have one attached to this application, please indicate that in this section.

2. PLEDGE OF EMPLOYER

The Employer must fill this out completely. MANDATORY information that must be completed is the 9 digit Tax ID#, the hours you will be working and the starting and quitting times. These are Mandatory items! Without this information, the work permit cannot be completed. Please stress this to your employer. If you bring it in and it is blank, I will send it back with you.

3. PHYSICIAN'S CERTIFICATE FOR MINOR WORK PERMIT

This is new also. The State Department also requires all minors to have a work permit. This is Mandatory also. If you have a physical on file for a sport, that is acceptable. If you do not, you must get one before you turn in this paperwork to the high school office. Please check the appropriate box in Student/Applicant Information regarding this information.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL THE HIGH SCHOOL OFFICE AT 596-6149.