

APPLICATION FOR MINOR WORK PERMIT

3331.02 ORC
4109.02 ORC

STUDENT / APPLICANT INFORMATION

Name of Student / Applicant in full:

Sex:

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Male

☐

Female

Grade Level:

Proof of Age (Type of document):

Age:

Date of Birth:

Physician's certificate:

☐

Submitted with
this application

☐

Valid physician's
certificate on file

Address of Student /Applicant:

School District:

Building:

Parent or Guardian:

Parent or Guardian Telephone Number:

Address of Parent or Guardian:

I HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE STATEMENTS ARE TRUE AND THAT THE MINOR NAMED ABOVE WILL WORK WITH MY APPROVAL.

X

Signature of Parent or Guardian

Date Signed

THE NUMBER OF HOURS OR DAYS AND THE TIMES DISPLAYED BELOW OR ON THE FINAL PERMIT ARE FOR REGULATORY PURPOSES ONLY AND ARE NOT TO BE CONSTRUED IN ANY WAY OR MANNER TO BE INDICATIVE OF A CONTRACT BETWEEN AN EMPLOYER AND THE EMPLOYEE.

I HEREBY CERTIFY THAT I HAVE EXAMINED AND APPROVED THE ABOVE NOTED DOCUMENTARY PROOF OF AGE.

X

Superintendent / Chief Administrative Officer / Designated Issuing Officer

Name of Office

Address of Office

PLEDGE OF EMPLOYER

Name of Firm:

Telephone Number at Minor's Work Location:

Address of Student /Applicant's Place of Employment, Job Site, or Work Location:

Specific Nature of Employment:

Employer's Tax ID Number (9 digits). THIS FIELD IS MANDATORY

No. of Days Per Week:

Hours Per Day:

Starting Time:

Quitting Time:

IF MINOR WORKS A VARIED OR IRREGULAR SCHEDULE, ENTER "REPRESENTATIVE" TIMES IN ITEMS 1 THRU 4. ARE HOURS TO BE WORKED WITHIN THE LIMITS OF THE LAW?

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YES

☐

NO

THE UNDERSIGNED HEREBY AGREES TO EMPLOY THE ABOVE NAMED CHILD IN ACCORDANCE WITH LAWS REGULATING THE EMPLOYMENT OF MINORS. THE EMPLOYER FURTHER AGREES TO GIVE MINOR A COPY OF THE WAGE AGREEMENT IN ACCORDANCE WITH SEC. 4109.42 ORC. THE EMPLOYMENT WILL BECOME EFFECTIVE AS SOON AS THE NECESSARY AGE AND SCHOOLING CERTIFICATE IS VERIFIED BY THE EMPLOYER. THE EMPLOYER AGREES TO PERMIT THE CHILD TO ATTEND PART TIME SCHOOL WHEN SUCH IS AVAILABLE AND TO NOTIFY THE SCHOOL WITHIN FIVE DAYS AFTER THE EMPLOYMENT OF THE CHILD TERMINATES

X

Signature of person authorized to sign for employer

Date signed

Telephone number

Address of employer if different from minor's place of employment

E-Mail address

(Optional- if employer wants notification in case of revocation)

INSTRUCTIONS FOR WORK PERMITS

According to the Ohio Minor Labor Law
ORC Chapter 4109: Employment of Minors
(visit <http://codes.ohio.gov/orc/4109> for details)

Applications may be obtained from your School or the Board of Education.

Applicant MUST have a job before turning in application!

STEP 1 (PAGE 1 UPPER HALF)

STUDENT/APPLICANT INFORMATION

Must be filled out completely by the student or parent/guardian.
Requires signature of parent/guardian. Unsigned forms will not be accepted.

STEP 2 (PAGE 1 LOWER HALF)

PLEDGE OF EMPLOYER

Must be **filled out completely** by the employer and signed. Make sure the employer fills in the **MANDATORY EMPLOYER TAX ID # AND THE HOURS TO BE WORKED.** The work permit cannot be issued without these items.

STEP 3 (ALL OF PAGE 2)

PHYSICAL REQUIRED

Must be filled out, signed and **MUST BE STAMPED** by a physician/physician's office. If you have a sports physical on file, you may request a copy from the Athletic Office. Physicals expire after one (1) year.

STEP 4

PROOF OF AGE

You must present documentation as **Proof of Age**. One of the following is acceptable: Birth certificate (copy or original), State ID or Driver's License

The minor should RETURN THE COMPLETED APPLICATION WITH PROOF OF AGE to the **Wickliffe High School MAIN OFFICE** before school, after school, or during their lunch period or study hall. The minor work permit will be processed and the student will be called down to sign the issued work permit. Once signed, the student will be given the employer copy of the permit.

Work Permits are not guaranteed to be processed the same day!!

If you have any questions regarding the requirements or procedures, please call
Mrs. Charie Trivisonno at (440) 943-7710.