

INSTRUCTIONS FOR WORK PERMITS

FROM THE OFFICE: Mrs. Rolanda Schonauer
Director for Pupil Services

RE: Work Permit **Application** forms
(May be obtained from your *Home School* or *Pupil Services*)

*Applicant **MUST** have a.....JOB !*

- STEP 1** (PAGE 1 UPPER HALF) Student completes, parent/guardian signs
- STEP 2** (PAGE 1 LOWER HALF) Employer completes
- STEP 3** (ALL OF PAGE 2) **PHYSICAL REQUIRED**
Student fills out upper half applicant information
Physician completes and signs lower half
(If currently involved in sports, obtain a copy from the Athletic Department)
- STEP 4** Upon completion of Steps 1 – 3, student must **personally** bring completed application forms and proof of age to Board Office along with one of the following:
- Birth certificate, baptismal certificate, driver’s license or school ID
 - Pupil Services will print official work permit that **must** be signed by the student and taken to the employer

UNTIL 18 YEARS OF AGE, a work permit is required for each job. The above procedure is necessary for each permit with the exception that a physical examination is valid for one year.

*If you have any questions regarding the requirements or procedures,
please call Pupil Services Department at (440) 975-3802.*

Willoughby-Eastlake Schools
37047 Ridge Road
Willoughby, Ohio 44094
(440) 975-3802 *Pupil Services*

Monday thru Friday, 7:30 am - **3:30 pm**
(When schools are in session)
Monday thru Friday, 7:30 am - **3:00 pm**
(When schools are **NOT** in session)

State of Ohio **MINOR LABOR LAWS**, Ohio Department of Commerce, Division of Labor and Worker Safety, www.com.state.oh.us.
Ohio Revised Code Chapter 4109 states: Every minor 14 through 17 yrs. of age must have a working permit unless otherwise stated in Chapter 4109.

Revised 3/10