

## Instructions for Work Permits (as required per the State of Ohio)

A fee of \$2 will be charged for each work permit, payable at the time the work permit is issued.

*Entire form must be completed even if you have had a prior work permit. Incomplete forms will not be accepted.*

“Application for Minor Work Permit”

“Student/Applicant Information”-- section is completed and signed by parent

The “Proof of Age” and the “Superintendent’s signature” areas remain blank.

School District is **Winton Woods City Schools**

The School is the building (high school, middle school, homeschool) you attend

“Pledge of Employer” section-- is completed by the employer

**All** areas must be completed

Complete mailing address including zip code and telephone

Tax Identification Number must be 9 digits

“Physician’s Certificate for Minor Work Permit”

A physical is good for a year from the date it was performed, so a new physical will not be needed within that time period. However, this portion of the form must be **completed** and **dated** at the physician(s) office and **stamped** with complete address and phone number of the physician(s) office **each** time a new permit is issued. (A copy of a current athletic physical form, when verified by the school athletic department, is the only exception.)

*When entire form is **completed**, return it to the processing office along with your **birth certificate**. Any incomplete forms will not be accepted or processed until filled out properly.*

*Work permits will be available for pick up by the student the next school day. (Temporary Work Permits will no longer be issued.)*

***Must bring birth certificate***

***\$2 due when application is turned in***

***Work permits can be picked up the next school day.***