

WORK PERMIT INSTRUCTIONS

**WORK PERMIT: Every minor 14 – 17 years of age.
Must have a working permit.**

Students must obtain a work permit in the school district they attend (or would attend if they attend a private school). Work permit applications are available through the Board of Education Offices, the Guidance Offices or High School Vocational Offices, Cuyahoga Falls High School # is 330-926-3800, Woodridge Local Schools # is 330-929-3191, Stow-Munroe Falls City Schools # is 330-689-5309, Akron Public Schools # is 330-761-2731 and Tallmadge Public Schools # is 330-633-3291. The “Age & Schooling Certificate” must be signed by the student when he/she returns the completed work permit. If you have questions regarding the law, you may call the Ohio Department of Commerce at 1-614-644-2239.

The work permit has three sections that must be completed and returned before the permit can be processed. These sections are:

1. **Parental Consent** – This section must be signed by the custodial parent or legal guardian before the permit may be processed. **PLEASE TAKE** your certified birth certificate with you.
2. **Pledge of Employer** – The employer must complete this section and sign where appropriate. The “specific nature of employment” must be clearly stated.
NOTE: The exact hours must be entered. The term “varies” is not acceptable.
3. **Physician’s Certificate** – A physical is required before the permit may be issued. Physicals are valid for a period not to exceed one year from the date of issuance.

When all three sections of the application are completed, return it to the Board of Education Office, **IN PERSON**, so that you may sign the Age & Schooling Certificate. You should not be scheduled for work until your permit has been processed. However, if your employer requires proof that your application is being processed, a letter stating this may be obtained from the Pupil Services Department at the Board of Education Office.

NOTE: The work permit is valid only for the employment for which it was processed. A new work permit is required for each new employer.

If you are not 18 years of age, but have graduated from high school, you do NOT need a work permit.

Any questions regarding your work permit application and requirements may be directed to the Board of Education Offices within your school district.



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