

INSTRUCTIONS FOR A MINOR WORK PERMIT

*A student must **first have a job before applying for a work permit.***

(A work permit is FREE and is required for each job until a student is 18 years of age)

Application for Minor Work Permit

- Student/Application information (proof of age & parent signature)
- Pledge of Employer (include hours/days worked & employer signature)

Physician's Certificate

(Necessary for minors that are required to take a physical for employment purposes only)

- Applicant Information (must be completed)
- Physician's Approval (must be signed by your physician)

Return the completed form

The student must personally bring the completed application form with the appropriate signatures and proof of age (social security card, birth certificate or driver's license) to the high school office. At this time the office will submit the information from the application form to the U.S. Department of Labor Wage and Hour Bureau.

Please allow 24 hours for your Work Permit to be processed.

The high school secretary will print an official Age and Schooling Certificate that must be signed by the student (minor) who then gives it to their employer.

When employment is terminated

The employer will notify the school when the student (minor) is no longer employed.

What hours can I work?

If you are 14 or 15, you can work outside of school hours after 7:00 am and until 7:00 pm (except during any school holiday or break of five school days or more, when you can work until 9:00 pm).

However, you can work no more than . . .

- 3 hours on a school day and 18 hours in a school week
- 8 hours on a non-school day and 40 hours in a non-school week

If you are 16 or 17, and school is in session, you cannot work before 7:00 am (6:00 am if you were not working after 8:00 pm the previous night) or after 11:00 pm Sunday through Thursday. There is no restriction on the number of hours per day or week. When school is not in session, you can work any day and for any number of hours.

Who can I contact for more information?

U.S. Dept. of Labor

www.youthrules.dol.gov

Ohio Dept. of Commerce-Wage and Hour Bureau (614) 644-2239

www.com.state.oh.us

Beachwood High School

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