

JACKSON HIGH SCHOOL

INSTRUCTIONS FOR OBTAINING A WORK PERMIT

In general, no minor under eighteen years of age may be employed within the state of Ohio without having first obtained an appropriate legal age and schooling certificate (work permit.)

FOLLOW THIS PROCEDURE:

If you are between the ages of 14 and 18, gainfully employed either part-time or full-time, you must have a working permit.

You must present legal record of your birthdate, either a birth certificate or baptismal certificate. **No other document is acceptable.**

You must have the following forms **completed.**

1. **Student / Applicant Information** - fill it out completely, have it signed by a parent or guardian enters the date which it was signed.
2. **Pledge of Employer** - give this form to your employer, have him/her fill it out completely, **Employer tax ID#, approximate hours, make sure it is a number (even if irregular)**, sign it, and return it to you immediately.
3. **Physician's Certificate** - present this form to your doctor, have him complete it, sign it, and return it to you.

Return all of these completed forms, along with a copy of **your BIRTH CERTIFICATE**, to the Student Services Office. **Remember, your application cannot be processed until you have had all of the forms properly completed.**

You will then need to give the Student Services Office a couple of days to process your permit and then return to pick it up to take to your employer. **Remember it is your responsibility to pick up the finished form from the Student Services Office. We will not call you down to pick it up.**