

# **INSTRUCTIONS FOR WORK PERMITS**

Work Permit Application forms may be obtained from your High School or obtained online.

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

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**STEP 1.** (Pg.1 Upper Half) Student completes, parent/guardian signs

**STEP 2.** (Pg. 1 Lower Half) Employer completes

**STEP 3.** (All of Pg. 2) **PHYSICAL REQUIRED**

Student fills out upper half (applicant information)

Physician completes and signs lower half (physician's approval)

**(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 and proof of age to the Main Office of High School.  
(Birth certificate, baptismal certificate, driver's license or school ID)

High School 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 your High School office personnel.**

## **PLEASE NOTE:**

During the month of **July**, please follow the same procedures but report to:

### **Board of Education**

32500 Chardon Rd.,  
Willoughby Hills, Ohio 44094  
(440) 946-5000 ext. 3802