

# WORK PERMITS

**STEP 1:** Complete the attached forms as directed below:

**A. STUDENT/APPLICANT INFORMATION**

Needs to be fully completed with the parent/guardian signature.

**B. PLEDGE OF EMPLOYER**

The employer or designee needs to complete this form and sign. *All fields must be completed.* **The work permit cannot be typed without the employer's tax ID number, number of days per week, hours per day, and the starting and ending times.**

**C. PHYSICIAN'S CERTIFICATE FOR MINOR WORK PERMIT**

Needs to be completed with a physician's signature on the form. *If you have an Athletic physical form on file at Elida School for this year, you do not need to obtain a copy of it, let us know and we can get a copy from the Athletic Office.*

**STEP 2:** ***After all forms have been totally completed (by parent/guardian; employer, and physician)*** bring both forms to the Superintendent's office, 4380 Sunnydale, Elida, where the actual work permit will be typed on-line. Please come between the hours of 8:00 a.m. and 3:30 p.m. (During the summer 8:00 a.m. and 2:30 p.m.)

**STEP 3:** After the work permit is typed, you need to take your copy of the work permit to your employer and one copy of the work permit will be sent (by the school office) to the Wage and Hour Bureau via the internet.

***If you have any questions, please call the Superintendent's office 419-331-4155.***