

## OLMSTED FALLS CITY SCHOOL DISTRICT

### INSTRUCTIONS FOR COMPLETION OF WORK PERMITS

#### **MUST BE COMPLETED BY ALL EMPLOYED STUDENTS UNDER THE AGE OF 18**

1. Pick up packet from Main Office.
2. Parent must complete the "Application for Minor Work Permit".
3. Employer must complete the "Pledge of Employer". **It is mandatory that the employer include the Tax ID Number and the blocks for number of days, hours per day, etc.!**
4. Physician's Certificate to be completed by your doctor. **Please be sure to have your doctor STAMP his address and phone number on this form.** If you have a **current sports physical** on file (within the year), please note that on your "Application for Minor Work Permit", then a physical is not necessary.
5. Return "Application for Minor Work Permit/Pledge of Employer" form and the "Physician's Form" (if necessary) to Mrs. Weisbarth in the Principal's Office along with a copy of your birth certificate, baptismal certificate or driver's license. This document will be returned to you after the information is verified.
6. Mrs. Weisbarth will electronically submit your application to the State of Ohio. After this has been completed, you will be called to the office to sign and receive your copy to take to your employer.

## OHIO Minor Labor Laws

### Restrictions on employment

#### Minors 14 & 15 shall not:

- ▶ Cook or bake
- ▶ Operate a deep fryer
- ▶ Work with car pits, racks, or lift apparatus
- ▶ Use ladders or scaffolds
- ▶ Load or unload trucks
- ▶ Perform construction
- ▶ Work in freezers
- ▶ Engage in door-to-door sales unless employer is registered with the Bureau of Wage & Hour

#### Minors 17 & under shall not:

- ▶ Operate motor vehicles
- ▶ Perform roofing work
- ▶ Operate power-driven saws
- ▶ Be employed in logging and milling
- ▶ Be employed in mining
- ▶ Use chemicals or explosives
- ▶ Be employed in slaughtering
- ▶ Engage in meat slicing operations
- ▶ Perform or work in excavation
- ▶ Be employed in any maritime operations
- ▶ Be employed in any demolition operation

## OHIO Minor Labor Laws

Minors 14 thru 17 years old must have a work permit

Work permits are obtained from your local school district

Minors must receive a written agreement indicating the hourly rate of pay

Minors must receive a 30 minute break after 5 hours worked

#### HOURS OF WORK Ages 14 & 15

School in session  
3 hours / school day  
8 hours / non school day  
18 hours / school week  
Not before 7a.m. & not after 7p.m.  
School out of session  
8 hours / day  
40 hours week  
Not before 7a.m. & not after 9p.m.

#### Ages 16 & 17

Cannot work before 7a.m. Monday thru Friday and after 11p.m. Sunday thru Thursday when school is in session

Bob Taft  
Governor



Gary C.  
Suhadolnik  
Director

**Ohio Dept. of Commerce**  
Division of Labor & Worker Safety

**BUREAU of WAGE & HOUR**

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# APPLICATION FOR MINOR WORK PERMIT

3331.02 ORC  
4109.02 ORC

## STUDENT / APPLICANT INFORMATION

Name of Student / Applicant in full:  Sex:  Male  Female Grade Level:

Proof of Age (Type of document):  Age:  Date of Birth:  Physician's certificate:  Submitted with this application  Valid physician's certificate on file

Address of Student /Applicant:

School District:  Building:

Parent or Guardian:  Parent or Guardian Telephone Number:

Address of Parent or Guardian:

I HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE STATEMENTS ARE TRUE AND THAT THE MINOR NAMED ABOVE WILL WORK WITH MY APPROVAL.

Signature of Parent or Guardian

Date Signed

THE NUMBER OF HOURS OR DAYS AND THE TIMES DISPLAYED BELOW OR ON THE FINAL PERMIT ARE FOR REGULATORY PURPOSES ONLY AND ARE NOT TO BE CONSTRUED IN ANY WAY OR MANNER TO BE INDICATIVE OF A CONTRACT BETWEEN AN EMPLOYER AND THE EMPLOYEE.

I HEREBY CERTIFY THAT I HAVE EXAMINED AND APPROVED THE ABOVE NOTED DOCUMENTARY PROOF OF AGE.

Superintendent / Chief Administrative Officer / Designated Issuing Officer

Name of Office

Address of Office

## PLEDGE OF EMPLOYER

Name of Firm:  Telephone Number at Minor's Work Location:

Address of Student /Applicant's Place of Employment, Job Site, or Work Location:

Specific Nature of Employment:

Employer's Tax ID Number (9 digits). THIS FIELD IS MANDATORY

No. of Days Per Week:  Hours Per Day:  Starting Time:  Quitting Time:

IF MINOR WORKS A VARIED OR IRREGULAR SCHEDULE, ENTER "REPRESENTATIVE" TIMES IN ITEMS 1 THRU 4. ARE HOURS TO BE WORKED WITHIN THE LIMITS OF THE LAW?

YES

NO

THE UNDERSIGNED HEREBY AGREES TO EMPLOY THE ABOVE NAMED CHILD IN ACCORDANCE WITH LAWS REGULATING THE EMPLOYMENT OF MINORS. THE EMPLOYER FURTHER AGREES TO GIVE MINOR A COPY OF THE WAGE AGREEMENT IN ACCORDANCE WITH SEC. 4109.42 ORC. THE EMPLOYMENT WILL BECOME EFFECTIVE AS SOON AS THE NECESSARY AGE AND SCHOOLING CERTIFICATE IS VERIFIED BY THE EMPLOYER. THE EMPLOYER AGREES TO PERMIT THE CHILD TO ATTEND PART TIME SCHOOL WHEN SUCH IS AVAILABLE AND TO NOTIFY THE SCHOOL WITHIN FIVE DAYS AFTER THE EMPLOYMENT OF THE CHILD TERMINATES

Signature of person authorized to sign for employer

Date signed

Telephone number

Address of employer if different from minor's place of employment

E-Mail address  
(Optional- if employer wants notification in case of revocation)

# PHYSICIAN'S CERTIFICATE FOR MINOR WORK PERMIT

3331.02 ORC  
4109.02 ORC

## APPLICANT INFORMATION

Name of Student / Applicant in full:

Sex:

Male  Female

Date of Birth:

Height:

Weight:

Color of Hair:

Color of Eyes:

 ft.  in. lbs.

Distinguishing Characteristics, if any:

School District:

Building:

Parent or Guardian:

Parent or Guardian Telephone Number:

## PHYSICIAN'S APPROVAL

THE UNDERSIGNED HEREBY CERTIFIES THAT THEY HAVE THOROUGHLY EXAMINED THE ABOVE NAMED APPLICANT WHO WAS BORN ON THE DATE STATED ABOVE, AND WHO MEETS THE DESCRIPTION GIVEN HEREON, AND THAT SAID PERSON;

IS

IS NOT

IN THEIR OPINION PHYSICALLY FIT TO PERFORM THE WORK OF ANY EMPLOYMENT NOT FORBIDDEN BY LAW TO A PERSON OF THIS AGE AND SEX.

X

Physician's Signature

Date Signed

NOTE: IF WORK SHOULD BE LIMITED TO A CERTAIN TYPE OF EMPLOYMENT, THE PHYSICIAN MUST MARK THIS FORM ACCORDINGLY IN THE AREA BELOW.

Limited Certificate:

YES

NO

If Marked YES;  
Employment should be Limited to Work Specified Below: