



Get a Job = Get a Work Permit (It's the Ohio Law)

Get Started on your Work Permit Checklist!

Follow the **9 Step Check List** on the **SCS Work Permit Application** attached.

Work Permit form attached and available at: SHS Guidance & Attendance, SMS Main Office, Sandusky City Schools 407 Decatur St., and www.scs-k12.net.



- **Complete all Three Parts** fill out your Application for Work Permit Application
 - **Age Verification** for your first Work Permit you must have your age verification
 - **Attendance Report** and get your report from your building office
- Work Permits can be revoked for academic reasons and by parental/guardian request.

Remember it's your responsibility to complete the necessary documentation and permit processing in advance of starting your job.

Plan ahead! Permits are processed as quickly as possible, **but may be delayed up to 2 business days for processing.** Check for office hours, especially on non-school days and holidays!

Drop Off: SMS and SHS students are only allowed to drop off or pick up the Application for Minor Work Permit during non-school hours. SDLC students are exempt from hours limitation. *Note:* Any family member can drop off the completed Application for Minor Work Permit with all required information and documentation at any time. The student can then come in to sign and pick up the permit during permitted hours 7:15 AM - 8:00 AM before school and 3:30 PM - 4:00 PM after school.

Sign and Pick Up: The **STUDENT** must be present to sign and receive the processed permit; a valid* photo ID is required for signature/pick-up. (*Valid ID: School ID, Driver's License, State ID, US Passport, SCS DASL report (signed), etc.) *Note: A parent or guardian does not need to be present for signature/pick-up.*

Permits will not be approved due to falsification or forgery and will be referred to the principal or administrator for disciplinary action.

Questions and hours, call 419-626-6940, 7:15 AM-4:00 PM business days during the school year and 7:15 AM-2:45 PM business days during the summer and school breaks. (Students 7:15-8:00 AM and 3:30-4:00 PM.)

Good luck with your new job!
Sandusky City Schools Customer Relations



SANDUSKY CITY SCHOOLS MINOR WORK PERMIT INSTRUCTIONS



1. All Sandusky Schools students aged 14-17 must complete an "Application for Minor Work Permit."
It is the student's responsibility to complete the necessary documentation and permit processing in advance of starting their job. Students aged 18+ and graduates are not required to complete a work permit.
2. **Student must obtain an Attendance/Tardy Report* and present it when submitting application.** A current (valid for one week) printout of their year-to-date attendance/tardy report from the school office *Not required during summer months. **NOTE: Students with more than 10 unexcused absences must be approved by the Superintendent or designee**.**
3. **Section 3 must be completed and signed by a physician*.** The *Student and a Parent/Guardian* are responsible to have legibly completed and signed by a physician*. A previous Physician's Certificate or sport physical, current within one (1) year, and on file at the Administration Building, is valid for use with Work Permits.
4. **Section 4 Parent/Guardian* must legibly complete and sign*** this section, **Student/Applicant Information** section.
5. **Section 5 Employer to legibly complete and sign*** Pledge of Employer section. Pledge of Employer: Once an employer has offered a job; the **Student** is responsible to take the form to the **Employer** to complete the Pledge of Employer section. **Students are to make sure ALL sections marked with blue arrows and high lighted, are completely filled out and signed* or the permit will be returned to the student and no work permit will be issued.**
6. **Student must provide Age Verification*** at submission. (Ex: Previous Work Permit, Birth Certificate, OH Driver's License, OH State ID, SCS School ID, SCS DASL (signed), etc.)
7. **Packet Completed: Physicians Certificate, Application, Pledge of Employer, Age Verification, and Attendance Report** Students can submit to the SCS Administration Bldg., 407 Decatur St., Sandusky, any school day M-F, 7:15AM to 8:00AM and 3:30PM to 4:00PM, all-day any non-school day, hours may vary see posted hours. A parent/guardian can submit packet at any time, **No Work Permit will be issued during school hours (SDLC).** **NOTE:** Permits are prepared as quickly as possible, but may be delayed up to 48 hours for processing, that may require the student to return at a later time or day to sign for the Work Permit. **Plan ahead to complete and submit in advance of your deadline for employment.**
8. Have you had a Work Permit previously? (Please check one) Yes No
9. **STUDENT must be present and we require a valid* photo ID, Birth Certificate, or SCS ProgressBook/DASL(signed) to sign the processed Permit.** Parent/guardian does not need to be present to complete the work permit.
*Non-school day hours are times when school is not in regular session, but the office is open. **SDLC** students are exempt from hours limitation.
****Permit review by Superintendent/designee may take 2 business, permit may be conditional and may be revoked.**
Permits will not be approved due to falsification or forgery and will be referred to the principal for disciplinary action.

PHYSICIAN'S CERTIFICATE FOR MINOR WORK PERMIT

3331.02 ORC
4109.02 ORC

Section #3 PHYSICIAN MUST COMPLETE THIS ENTIRE SECTION OR USE PREVIOUS PHYSICAL WITHIN ONE YEAR

Name of Student / Applicant in full:

STUDENT/APPLICANT INFORMATION

Sex:

Male Female

Date of Birth: Age Verification* must be provided with first application only.

Height:

Weight:

Color of Hair:

Color of Eyes:

Distinguishing Characteristics, if any:

School District:

Building:

Parent or Guardian:

Parent or Guardian Telephone Number:

Section #3 PHYSICIAN MUST COMPLETE ABOVE & BELOW INFORMATION - 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:

Three empty lines for specifying limited work.

APPLICATION FOR MINOR WORK PERMIT

3331.02 ORC
4109.02 ORC

Section #4 PARENT/GUARDIAN MUST COMPLETE AND SIGN - STUDENT/APPLICANT INFORMATION

Name of Student / Applicant in full:

Sex:

Grade Level:

Male Female

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.

X

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.

X

Superintendent / Chief Administrative Officer / Designated Issuing Officer

Do not complete this section for OFFICE USE ONLY

Address of Office

Section #5 COMPLETED BY EMPLOYER ALL SECTIONS BELOW REQUIRED - 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:

1 Enter A Number Here

2 Enter A Number Here

3 Enter A Number Here

4 Enter A Number Here

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

If varied or irregular hours, to the right, list a range of hours the student may be working within the limits of the law.

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

X

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)