



## Applying for your Minor Work Permit

### How to complete the minor work permit process

1. First, the minor student applies for a job. **After the student is hired for the job**, obtain a Work Permit Application from Chardon High School: 151 Chardon Ave. Chardon, OH 44024. If printed from the website, it must include both front and back. (Some employers will also have a copy of the permit already complete with their information)
2. Fill out all of the **Student's Information** on the application.
3. The employer will need to fill out the **Pledge of the Employer** section - Employer's Tax ID number, hours they expect the student to work, how many days per week, and specific job description. This information is needed in order to process the permit with the Ohio Department of Commerce.
4. **Physicians Approval** or copy of current physical. (Physician's signature or copy of student athlete physical from the CHS Athletic Dept.)
5. Student must provide **one (1)** of the following Proof of Identification:

Birth Certificate/Record	Driver's License	Insurance Policy
Physician's Certificate	Probate Court Record	Passport
Religious Record	State ID	

\*If student attends Chardon Schools, a birth certificate is already available to us no other identification is required
6. Please return the completed application to Ms. Paul- Chardon High School will process the Minor Work Permit through the Ohio Dept. of Commerce website.
7. The student will need to sign **two (2)** copies of the printed permits in the presence of a CHS staff member. Single copy is to be given to the new employer, 2nd copy will remain at CHS on file.

**Students still in school:** The Labor Laws of the State of Ohio requires students from 14 through 17 years of age to file a work permit for part-time jobs. This applies to both summer jobs and part-time jobs during the school year.

All the information on the application forms must be accurate and complete in order for a work permit to be approved and processed.