

INSTRUCTIONS FOR OBTAINING A WORK PERMIT

Any student aged 14-17 years old wishing to be employed must have a Work Permit unless otherwise stipulated under Ohio Revised Code (ORC) 4109. **WORK PERMITS CAN NOT BE TRANSFERRED FROM ONE EMPLOYER TO ANOTHER. A NEW APPLICATION MUST BE COMPLETED FOR EACH EMPLOYER.**

INSTRUCTIONS:

- ① APPLICATION FOR MINOR WORK PERMIT
 - Must be filled out completely and have a parent/guardian signature.
- ② PLEDGE OF EMPLOYER
 - Must be filled out completely and signed by the employer representative.
 - This form **MUST** include exact information relative to the hours of employment and the type of work the student will perform.
- ③ PHYSICIAN'S CERTIFICATE FOR MINOR WORK PERMIT
 - Must be filled out completely and signed by Provider.
 - Form must include the DATE OF EXAM as well as the full PRACTICE/PROVIDER INFORMATION including address and phone number.
 - If the student has a VALID (unexpired, signed, & dated) physical on file with the ATHLETIC or MUSIC DEPARTMENT, it is the STUDENT'S RESPONSIBILITY to request and obtain a copy of the physical from the appropriate office. A 1-2 day notice may be required.

APPLICATIONS FOR MINOR WORK PERMITS are administered at FHS only. Please return forms to:

FAIRFIELD SENIOR HIGH SCHOOL
8800 Holden Blvd
Fairfield, OH 45014
513-942-2999

Please allow 1-2 business days for processing.

The student requesting a Work Permit must be present when picking up the processed Work Permit. Permits will only be released to the student or parent/guardian.

OFFICE HOURS: 7:30am – 2:45pm
Monday-Friday

Permits will NOT be processed between 10:30am – 1pm.

Students not enrolled with Fairfield City Schools: MUST PROVIDE AN ORIGINAL BIRTH CERTIFICATE or PASSPORT (to verify date of birth) and a valid DRIVER'S LICENSE or STATE ID (parent/guardian ID may be used if student does not have), with CURRENT ADDRESS (to verify residency) in order to have an Application For Minor Work Permit processed.

It is the student's responsibility to make sure that the work permit is fully completed before being turned in for processing. Work Permits will not be processed if they are not properly completed and/or signed.

QUICK REFERENCE GUIDELINES FOR EMPLOYMENT OF MINORS

The following is provided as a quick reference summary guide only and should not be construed as anything else. It does not include all requirements of the minor labor laws. The Ohio Revised Code (ORC) Chapter 4109 takes precedence and should be referred to for all minor employment. To obtain a copy of Chapter 4109 and the Ohio Minor Labor Laws poster, please contact the WAGE AND HOUR DIVISION: 145 South Front Street, PO Box 1618, Columbus, OH 43216-1618 (614-644-2239), www.obes.org. The term "minor" refers to individuals under eighteen (18) years of age.

WORK PERMITS: (Age & Schooling Certificate, ORC Title 3331)

1. Every minor fourteen (14) to eighteen (18) years of age must have a work permit, unless otherwise stated in Chapter 4109.
 - a. When there is a promise of a job the minor picks up the APPLICATION FOR MINOR WORK PERMIT from the Board of Education or School.
 1. Student/Application Information: Completed & signed by the minor's parent/guardian.
 2. Employer Pledge: Completed & signed by the employer.
 3. Physician Certificate: Completed & signed by the physician.
 - b. The completed APPLICATION must be returned by the minor with proof of age (Birth Certificate, Baptismal Record) to the school official.
 - c. A Work Permit may be issued at this time verifying the completion of the minor's application. The minor may begin employment with this Permit.
 - d. ***A new Work Permit must be obtained each time the minor changes jobs;*** it cannot be transferred from one employer to another.
 - e. The Work Permit can be denied by the Superintendent of Schools, the parent or guardian, or by the Ohio Bureau of Employment Services Wage & Hour Division.
2. The employer is required by law (4109.02) to keep the work permit on file at the establishment where the minor is working.

REST PERIOD: Minors must receive a thirty (30) minute break when working more than five (5) consecutive hours.

LIST OF MINORS EMPLOYED: The employer shall keep a list of minors employed at each establishment and such list must be posted in a conspicuous place to which all minor employees have access.

TIME RECORDS: Every employer shall keep a time book or other written records showing actual starting and stopping time for hours worked and each rest period. These records must be kept for two (2) years.

WITHHOLDING WAGES: Wages may NOT be withheld from minors for shortages, presumed negligence, breakage of machinery, incompetence, or inability to perform work according to any standard of merit.

DOOR TO DOOR SALES: Minors under 16 years of age may NOT engage in door to door employment unless the profit employer is registered with the Ohio Bureau of Employment Services Wage & Hour Division.

RESTRICTIONS FOR HOURS WORKED:

1. Minors under 16 years of age are prohibited from working:
 - a. Before 7:00am or after 7:00pm when school is in session.
 - b. Before 7:00am or after 9:00pm when school is NOT in session or during a school holiday of five (5) or more days.
 - c. More than 3 hours in a school day.
 - d. More than 18 hours in a school week.
 - e. More than 8 hours a day when school is NOT in session.
 - f. More than 40 hours per week when school is NOT in session.
2. Minors 16 and 17 years of age are prohibited from working when school is in session:
 - a. Before 7:00am Monday thru Friday
 - b. After 11:00pm Sunday thru Thursday

PROHIBITED OCCUPATIONS FOR MINORS: Minors are restricted from working in occupations that are considered hazardous or detrimental to their health as outlined in Administrative Rule 4101:9 ORC.

EXCEPTIONS: Refer to Chapter 4109.06 ORC for exceptions to coverage.

APPLICATION FOR MINOR WORK PERMIT

3331.02 ORC
4109.02 ORC

STUDENT/APPLICANT INFORMATION Please complete all sections below

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 application Valid certificate on file

Address of the Student/Applicant: City: State: Zip:

School District: Building: (FHS, Academy, BT/DRL, FFS, Creekside, Crossroads, Home/Electronic Classroom) Vocational Student: YES NO

Parent/Guardian: Parent/Guardian Telephone Number:

Address of Parent/Guardian: City: State: Zip:

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/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/Designated Issuing Officer

Name of Office

Address of Office

PLEDGE OF EMPLOYER Please complete all sections below

Name of Firm/Employer: Telephone # at Minor's Work Location:

Address of Student/Applicants Place of Employment, Job Site, or Work Location:

Specific Nature of Employment:

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

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

Days Per Week: Hours Per Day: Starting Time: Quitting Time:

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)

MUST ENTER NUMERICAL VALUES FOR # OF DAYS PER WEEK, # HOURS PER DAY, STARTING & QUITTING TIMES. VARIES IS NOT ACCEPTABLE.

PHYSICIAN'S CERTIFICATE FOR MINOR WORK PERMIT

3331.02 ORC
4109.02 ORC

APPLICANT INFORMATION Please complete all sections below

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:

FAIRFIELD CITY SCHOOLS

Building: (FHS, Academy, BT/DRL, FFS, Creekside, Crossroads, Home/Electronic Classroom)

Parent/Guardian:

Parent/Guardian Telephone Number:

PHYSICIAN'S APPROVAL Must be signed & dated to be valid

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 of Exam

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:

LAWS COM 0000 (Replaces OHIO FORM V)

FHS 6/2018

PLEASE PRINT or STAMP PHYSICIAN/PRACTICE NAME, ADDRESS, PHONE (Information must be verifiable in order to process):

*****FORMS THAT ARE MISSING INFORMATION AND/OR NOT SIGNED OR DATED WILL BE RETURNED TO THE STUDENT AND THE WORK PERMIT WILL NOT BE ISSUED.*****

Updated 6/2018 (RR)