



# ASHTABULA AREA CITY SCHOOLS

6610 Sanborn Road • Ashtabula, Ohio 44004 • Phone: (440) 992-1200

## Board of Education

Debra A. Barrickman • James K. Brady, Sr. • Steve J. Candela • William A. Niemi • Christine Seuffert

*“Ipsa Scientia Potestas Est – Knowledge Itself Is Power”*

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## WORK PERMIT INSTRUCTIONS

1. Complete all sections of the **Application for Minor Work Permit** form (2-pages).
  - Student must complete the **Student/Applicant Information** section. Parent or Guardian must sign and date the **Student/Applicant Information** section.
  - Employer must complete and sign the **Pledge of Employer** section.
  - Student must complete the **Applicant Information** section of the Physician’s Certificate for Minor Work Permit. Student’s Physician must sign the **Physician’s Approval** section.
2. Student takes the completed **Application for Minor Work Permit** to Lakeside High School Guidance Office located at 6600 Sanborn Road, between the hours of 7:30 a.m. – 2:00 p.m., Monday through Friday.
3. Student signs the official Work Permit and delivers it to the employer. **Student must be present to sign and receive work permit.**

For Information or Questions on Ohio Minor Labor Laws Please Contact:

State of Ohio Minor Labor Laws  
Ohio Department of Commerce  
Division of Labor & Worker Safety  
[www.com.state.oh.us](http://www.com.state.oh.us) / (614) 644-2239

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