

BROOKFIELD LOCAL SCHOOLS

Work Permit Instructions – for student employed in OHIO

Student **MUST** turn in a work permit application form, **IN PERSON**, for each job.
(Student signature required to be on file in work permit office)

- Step 1 Student obtains an **Application for a Minor Work Permit**.
- Step 2 The Parent/Guardian fills out the section marked **“Student/Applicant Information”**
- Step 3 The student takes the **Application for Minor Work Permit** to the job interview. If hired, the Employer fills out the section marked **“Pledge of Employer”**.

The employer must provide the **Tax I.D. Number**. This field is mandatory to complete the electronic work permit.

The employer **MAY NOT** use the word **“varies”**. This option is not available on the work permit Website. Employers can no longer indicate employment hours as 2-6 per day. Hours must be **one number only**.

- Step 4 If the student has never turned in a work permit application to the Brookfield Local District, the student **must** obtain a physical with the first work permit only.
- Note:** If a work permit is on file in the Brookfield Local School District office, skip #5, #6, and go to #7.
- Step 5 The Physician will complete the section **“Physician’s Certificate for Minor Work Permit”** on the back of the application. The high school office will accept a sports physical that is less than one year old.
- Step 6 If this is the student’s **first** work permit, the student **must** bring one of the following to the high school office: (Only if the student does not attend Brookfield High School)
- a) Birth certificate b) State ID c) Driver’s license
- Step 7 **THE STUDENT** will then bring the completed **Application for Minor Work Permit** with the completed Physician’s Certificate to the high school office, 614 Bedford Rd. SE, Brookfield, Ohio 44403 between 8:30 am – 1:30 pm, Monday through Friday.