

# GENERAL INFORMATION

## IF YOU ARE 14 AND 15 YOU MAY WORK:

School in session: 3 hours school day  
(From Fall until 8 hours non-school day  
Summer break) 18 hours school week  
Not before 7 a.m. and not after 7 p.m.

School out of session: 8 hours per day  
(Summer only) 40 hours per week  
Not before 7 a.m. or not after 9 p.m.

**Minors 14 and 15 shall not:** cook or bake; operate a deep fryer; work with car pits, racks, or lift apparatus; use ladders or scaffolds; load or unload trucks; perform construction; work in freezers; engage in door-to-door sale unless employer is registered with the Bureau of Wage & Hour. You may not work in any occupation prohibited for 16 and 17 year olds.

## IF YOU ARE 16 AND 17 YOU:

Cannot work before 7 a.m., Monday through Friday and after 11:00 p.m. Sunday through Thursday when school is in session.

**Minors 16 and 17 shall not:** operate motor vehicles; perform roofing work; operate power-driven saws; be employed in logging and milling; be employed in mining; use chemicals or explosives, be employed in slaughtering; engage in meat slicing; perform or work in excavation; be employed in any maritime operations; be employed in any demolition operation.

## ODD JOBS:

Odd jobs (errands, yard work, snow removal, paper routes, baby sitting) usually DO NOT require a work permit.

Irregular or "odd" jobs should not require working more than four (4) hours in one day or 24 hours in one week.

Ohio Department of Commerce  
Bureau of Wage & Hour  
50 West Broad Street, 28<sup>th</sup> Floor  
Columbus, Ohio 43215  
(614/644-2239)  
[www.com.state.oh.us](http://www.com.state.oh.us)

**Student/Application Information Section:** Student applying for the work permit will complete this section and must be signed by a parent or guardian.

**Pledge of Employer Section:** Your prospective employer will complete this section. The Employer **MUST** include the Federal Tax ID number and complete sections 1,2,3 and 4. (*See example on back*)

**Physician's Certificate Section:** To be completed and signed by your physician. A physical is good for one year. A copy of an athletic physical is acceptable as long as it is within one-year time frame.

**Proof of Birth Date:** Private school students must bring in some proof of birth date (birth certificate, baptismal record, or passport).

# Pledge of Employer section

## EXAMPLE:

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

12-3456789

No. of Days Per Week:	Hours Per Day:	Starting Time:	Quitting Time:
① 4	② 3	③ 4:00	④ 7:00

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

Items # 1-4 should be an example of the hours the student would work in one given day. It does not limit the student to those exact hours.