



## STEPS FOR OBTAINING A WORK PERMIT

Please read carefully and complete all requirements before dropping off your paperwork. We are unable to process a work permit unless all steps are completed.

1. The **EMPLOYER** must **COMPLETELY** fill out the "Pledge of Employer" section on the Work Permit Application. Please note that number 1-4 may be filled out with a range of days and times. If this is left blank or the use of the word "varies" or something similar will **NOT** be accepted.
2. A **PHYSICIAN** must sign the "Physician's Certificate for Minor Work Permit" section **OR** if you have a **CURRENT** Athletic Physical on file, you may note that in that section. A physical is considered current for 12 months from the date it was signed.
3. The custodial parent or guardian must sign the Work Permit Application.
4. If the minor is **NOT** a Delaware City Schools student, we must have a copy of one of the following: driver's license, state issued ID, birth certificate or passport.
5. Place the **COMPLETED** Work Permit Application in one of our locked drop-off boxes located outside of the Main Office, or outside of the Welcome Center near the front main entrance.
6. Please allow **2** school days for your Work Permit to be processed. We will call you down when it is ready. Incomplete applications will not be able to be processed and will be returned.

Work Permits are required by law for all minors under the age of 18. For your convenience, Delaware City Schools processes Work Permits for the State of Ohio. Each change of employment will require a new Work Permit. Work Permits are kept on file until the minor turns 18.