



Bexley City Schools
Bexley High School
326 South Cassingham Road
Bexley, OH 43209
(614) 231-4591

Ohio Work Permit Application Procedures:

Students who will be working in the State of Ohio must be issued a work permit from the high school in the district which they attend. Please follow the procedures listed below:

1. The **Student/Applicant Information** portion of the **Application for Minor Work Permit** is to be filled out by the student and signed by a parent or guardian.
2. The Employer will complete the **Pledge of Employer** portion of the **Application for Minor Work Permit**.
3. The **Physician's Certificate for Minor Work Permit** must be filled out and signed by a doctor.
 - a. If you have already completed a sports physical for this school year, you do not need to complete the part of the process.
 - b. If you already had a physical, but it is not currently on file with your school, or if you have not had a physical, you will need to have your physician complete the **Physician's Certificate for Minor Work Permit**, and take it along the rest of your **Application for Minor Work Permit** to the school when applying for your work permit.
4. The Student must take the completed **Application for Minor Work Permit** to the high school office for which they attend (even if not yet in the high school).
5. The school will issue the work permit and the student must sign the original and take it to their employer to keep on file. The school district keeps the completed application.

<https://com.ohio.gov/wps/portal/gov/com/divisions-and-programs/industrial-compliance/wage-and-hour/applications-and-forms/minor-work-permit-application>

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