

AGE AND SCHOOLING CERTIFICATE

Walnut Hills High - 3250 Victory Pkwy Cincinnati OH 45207

DATE 2/21/2019		PROOF OF AGE (Type Of Document And Identifying No.) BIRTH CERTIFICATE / RECORD		FIRST ISSUE <input checked="" type="checkbox"/>	RE-ISSUE <input type="checkbox"/>	Regular <input checked="" type="checkbox"/>	Non-Standard <input type="checkbox"/>	3331.04 <input type="checkbox"/>	YES <input type="checkbox"/>	LIMITED <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
AUTHORIZING EMPLOYMENT OF [REDACTED]						DATE OF BIRTH [REDACTED]	AGE Years [REDACTED] Months [REDACTED]	SEX Male <input checked="" type="checkbox"/> Female <input type="checkbox"/>		TELEPHONE NO. [REDACTED]	
ADDRESS OF MINOR [REDACTED]						NAME OF SCHOOL DISTRICT (LOCAL OR CITY) Walnut Hills High		BUILDING Walnut Hills High School		PRESENT GRADE OR HIGHEST GRADE COMPLETED [REDACTED]	
EMPLOYER (FIRM NAME) CINCINNATI RECREATION COMM.						<p>NOTE: THIS PERMIT MUST BE PRESENTED OR SHOWN TO THE EMPLOYER PRIOR TO EMPLOYMENT. ALTHOUGH NOT MANDATORY AFTER 09/01/2002, EMPLOYER MAY KEEP A COPY OF THIS PERMIT FOR THEIR RECORDS IF THEY SO CHOOSE. EMPLOYER MUST GIVE NOTICE TO THE ABOVE LISTED SCHOOL DISTRICT WITHIN FIVE DAYS OF TERMINATION OF EMPLOYMENT. REASON OF TERMINATION OF EMPLOYMENT MUST BE GIVEN.</p> <p>CERTIFICATE IS ONLY VALID FOR THE EMPLOYMENT OF THIS MINOR BY THE EMPLOYER IN THIS OCCUPATION WITHIN THE LIMITS OF THE LAW.</p> <p>THE NUMBER OF HOURS OR DAYS AND THE TIMES DISPLAYED ON THIS PERMIT ARE FOR REGULATORY PURPOSES ONLY AND ARE NOT TO BE CONSTRUED IN ANY WAY OR MANNER TO BE INDICATIVE OF A CONTRACT BETWEEN AN EMPLOYER AND THE EMPLOYEE.</p>					
BUSINESS ADDRESS OF EMPLOYER 805 CENTRAL AVE SUITE 800 CINCINNATI OH 45202											
SPECIFIC NATURE OF EMPLOYMENT (OCCUPATION) Amusement and Recreation Services						KIND OF INDUSTRY Recreations					
						VOCATIONAL STUDENT (State Approved Work Program) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO					
TO BE EMPLOYED		1. NO DAYS PER WEEK 7	2. HOURS PER DAY 8	3. STARTING TIME 0700	4. QUITTING TIME 2100		IRREGULAR HOURS WITHIN THE LIMITS OF THE LAW <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO				
SIGNATURE OF MINOR X [REDACTED]						SIGNATURE OF SUPERINTENDENT OR DESIGNATED ISSUING OFFICER X [REDACTED]					
						COUNTERSIGNATURE X					

Steps for getting a Work Permit:

1. Get the Work Permit application from your soon to be employer (in this case Cincinnati Recreation Commission Aquatics). This application must have the Pledge of Employer section filled out to be usable.
2. Take the application to your parent or guardian and have them fill out the Student Information section.
3. Take the application to your doctor/physician and have them fill out the back side of the application. Please note that in some cases you can bypass this step if you have already gotten a physical for an activity at your school; contact your school office to find out if this is an option for you.
4. Take the filled out application to your school office and get them to issue you a Work Permit. This is valid one year from the date it was issued.
5. After you have received the Work Permit turn a copy of it into your new employer

Frequently Asked Questions About Work Permits

Q: How do I get a Work Permit if I am homeschooled?

A: If a minor is homeschooled and needs to obtain a Work Permit, they can get the school portion of the application filled out by the school district (their main office) within which the minor resides.

Q: What do I do about my Work Permit if I go to school in another state (other than Ohio)?

A: This depends on the state you go to school in. For some states you will actually get a letter from the school or some other form of documentations stating that you are able to work. In some cases minors who go to school in another state but live in Ohio can gain a Work Permit by taking proof of their enrolment in the other state to the school district within which they live.

Q: What do I do if I cannot get an appointment with my doctor right away?

A: There are a couple of things you can do if you are unable to get an appointment with your doctor. If you have already gotten a physical for the year you can contact your doctor's office to see if they would be willing to fill that portion of the form out without a formal appointment. If the physical you got was for a school activity you may be able to skip getting this section filled out by your doctor and have the school fill it out based on the information you have already submitted; please check with your school office. Lastly, Kroger or other smaller clinics/outpatient offices will often have same day physical appointments available for a fee.

Q: How long should it take me to get a Work Permit?

A: No more than a few days. However, this is dependent on you being diligent and making sure all of the sections are filled out promptly by the individuals who are required to fill them out. Getting the actual Work Permit form from the school can depend on who actually issues the Work Permits in that school's office and how busy the office is. Remember, the sooner you get the paper work to the school's office the sooner you can get the Work Permit.

Q: When is my Work permit due?

A: Before your first day of work.

Q: What do I do if my school will not issue a Work Permit?

A: Try and find out why they will not issue a Work Permit. In some cases you may have something on your academic record that is preventing them from it. There may also be something missing from the application or the individual who issues the Work Permits is not in the office at that time.

Note: Make sure you check to see when the person who issues Work Permits is in your school's office or at the main district office.

Q: Why do I need a Work Permit (age)?

A: Any minor who works during the school year must have a Work Permit; even if their start date is the day the schools officially close. After the school year is over only minors who are 15 years and younger must have a Work Permit.

Q: How can I get the Work Permit to my job if I cannot come downtown?

A: This depends on how your department handles getting the Work Permits to our HR. Commonly you can fax them directly to our HR (352-4986) or take a picture and email/text it to a designated staff member. Please note that some departments will require you to turn in the actual Work Permit at your first training if you send a picture as your proof of a Work Permit.

Q: Can I use my Work Permit from another job? What about if I worked in another department of the city?

A: No, Work Permits do not cross over from job to job. You must have one for each job you work. However, your school may issue you another Work Permit without the doctor/physical section filled out based on your first Work Permit; which will save you time.