

Instructions for Minor Work Permit

Students who will be working in the State of Ohio must be issued a work permit from Clermont Northeastern Schools. Please follow the procedures listed below:

1. The “Student/Applicant Information” section of the Application for Minor Work Permit is to be completed by the student and signed/dated by a parent or guardian.
2. The “Pledge of Employer” section must be filled out and signed by place of employment. (You must have been hired by a company to receive a work permit, they are job/employer specific.)
3. The “Applicant Information” section is to be completed by student and signed by a parent or guardian.
4. The “Physician’s Approval” section is to be signed by a doctor after completing a physical. (Not required if you have a valid sports physical on file in the office.)
5. Completed Application for Minor Work Permit should be turned in to the High School office for processing.
6. Proof of age documentation is required for minors that live in the district but are not enrolled at Clermont Northeastern Schools.

Once forms are complete, your work permit application will be entered into the State of Ohio website and an official work permit will be issued.