

INSTRUCTIONS FOR COMPLETION OF WORK PERMITS

The following three (3) sections of the work permit must be complete to process it.

1. Student/Applicant Information

All information completed as well as signature of parent.

2. Pledge of Employer

The employer **MUST** provide the Tax ID Number. Every field must be completed unless marked optional.

3. Physician's Approval

An up-to-date physical is required for all jobs. A school sports physical can be used as long as it is within the last twelve months.

Once all three areas are completed, bring the permit to the Main Office of Norton High School for processing. This form is not the form you will turn into your employer.

We will sign into the Department of Commerce website and complete the information online as required. We will then print a work permit. The student must then sign the form. The office will sign the portion required on our behalf. The student will then take the completed work permit to their employer.

Any questions, please call (330)825-7300, Ext. 532103.

/lb June 2020