



SHELBY HIGH SCHOOL

WORK PERMIT APPLICATION PROCESS:

- I. Student/Applicant Information
 - A. This portion of the application is filled out by the student and the parent/guardian. All information should be legible and current.
 - B. It is very important for the parent/guardian to sign & date the application.
- II. Pledge of Employer
 - A. The employer is responsible for filling out this section completely
 - B. They must include:
 1. Tax id number
 2. Days per week
 3. Hours per day
 4. Mark yes or no on the Limits of the Law section
 5. Signature and date
- III. Physician's Certificate for Minor Work Permit
 - A. This section may be skipped if the student has an up to date sports physical on file at SHS.
 - B. If your student does not have a physical on file at SHS please have your physician's office complete this requirement section before the application is submitted.
 1. Signature and date
- IV. After the above 3 items are completed please turn in the application into the SHS main office.
 - A. THE STUDENT MUST BE PRESENT WHEN TURNING IN THE APPLICATION. Their signature creates a valid permit.
 - B. A copy for the employer will be given to the student.

If you have any questions please contact SHS

419-342-5065