

## MAYFIELD HIGH SCHOOL

### Student Instructions for Obtaining Work Permit, Ages 14 – 17

1. Fill out **APPLICATION FOR EMPLOYMENT CERTIFICATE**. Have your parent or guardian sign on the signature line. Be sure to include your Birth Certificate number.
2. Have your employer complete **PLEDGE OF EMPLOYER** form: (1) Employer signature, (2) address, date, (3) Employer's **TAX PAYER ID NUMBER** (this field is **MANDATORY**), (4) phone number. All fields are required; be sure each one is complete.
3. Have your physician complete **PHYSICIAN'S CERTIFICATE**. Athletic physical acceptable.
4. Bring all 3 forms to: **Mayfield High School, c/o Toni Shoda/Main Office**  
**6116 Wilson Mills Road**  
**Mayfield Village, OH 44143**

The minor, parent, or employer may print the form(s) from the Ohio Department of Commerce web site. The Department of Commerce web site is: [www.com.state.oh.us](http://www.com.state.oh.us). Click on "Pre-application forms" link. Each change of employment requires a new: Employer" form until you are 18 years old.

Return the three Signature Cards to Toni Shoda, in the main office of Mayfield High School. Your information will be entered on to the work permit electronic site and the work permit will be mailed directly to your employer.

Forms are available in the main office of the high school. If you have any questions, please call Toni Shoda @440-995-6814 or email: [tshoda@mayfieldschools.org](mailto:tshoda@mayfieldschools.org).