

## **Working Papers - Form Instructions for Minor Applicants**

### **A. Minor's Personal Information:**

In this section, the **applicant** must fill out all of the information. Have your parent/guardian sign the form and date it the same date the employer dates it or thereafter.

### **B. Employment Information**

In this section, the **employer** must fill out all of the information, including the shift days and hours of work as well as the wages. Employer must sign.

### **C. Physician's Certificate**

A licensed physician must sign and date this form. Proof of physical can be submitted one of two ways:

1. Have your pediatrician/family practitioner certify the working paper.
2. If you underwent a sports physical with Nurse Ahern, this form can be sent to her email at [ahernchr@cranfordschools.org](mailto:ahernchr@cranfordschools.org) and she will email the working paper back to you when certified.

### **D. Proof of Age**

The student shall verify his or her identity, by showing either a birth certificate, passport, baptismal certificate or driver's license at the time of completion of the working papers in the Main Office at the High School.