

Working Papers - Form Instructions for Minor Applicants

Working papers will be completed either in person at the main office daily during the hours of 7:30am and 12:00 noon or you can set up a live video conference through google hangout which will allow for interaction between you and the issuing officer. Please email Mrs. Knorr at knorr@cranfordschools.org if you would like to set up a google hangout time to complete your working papers.

Below are the instructions for completing sections A through F.

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 and email the returned copy.
2. If you underwent a sports physical, this form can be sent to Nurse Ahern at ahernchr@cranfordschools.org who will have the school physician certify and return the working paper back to you.

D. Proof of Age

In this section the **applicant** must show proof of their age by showing a birth certificate, passport, baptismal certificate or driver's license, at the time they meet with the issuing officer, Mrs. Knorr.

Sections E and F

Both of these sections will be completed at the time the student meets with the issuing officer.

When the student meets with the issuing officer either in person or by video conference, the student shall verify his or her identity, authenticate the documents submitted, and sign the application, in a way that is visible and audible to the school district issuing officer.

A300 Combined Certification Form

Date(s) of previously issued certificates (if applicable): _____

Cooperative Education Experience (CEE) - Hazardous Occupation

CEE - Non-Hazardous Occupation

Paid Structured Learning Experience

A. Minor's Personal Information					
First Name	M.I.	Last Name	Social Security No.		
Street Address (Line 1)		Floor/Apt. No. (Line 2)	Date of Birth Age City of Birth		
City		State Zip Code	County of Birth State/Country of Birth		
Telephone No.		Cell/Alternate No.	<input type="checkbox"/> Male Height _____ Hair Color _____ <input type="checkbox"/> Female Weight _____ Eye Color _____		
Parent/Guardian First Name		Parent/Guardian Last Name	Distinguishing Facial Marks (if applicable)		
Parent/Guardian Address (if different than minor's address)			I hereby authorize the employment of my child as specified below under Employment Information.		
City		State Zip Code			
Parent/Guardian Telephone No.		Alternate Telephone No.			
		_____ <i>Signature of Parent/Guardian</i>	_____ <i>Date</i>		
B. Employment Information					
Employer Business Name		Type of Business/Industry			
Street Address (where minor will be employed)		Floor/Suite (Line 2)	Minor's Job Title (Be specific)		
City		State Zip Code	Is liquor sold on the premises? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, are the entire premises licensed? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, describe what areas of the premises are licensed, including any outside grounds: _____		
Contact Person Name					
Telephone No.		Alternate Telephone No.			
Minor's Hours of Work (Provide daily hours and/or start and end times)			Promise of Employment: I have offered employment to the above named minor for the hours stated. I understand that these hours may be flexible but may not exceed the number of hours permitted by law according to the age of the minor.		
Mon	Tues	Wed		Thurs	Fri
Sat _____		Sun _____		Total Hours for Week: _____	
Wages: Per Hour _____		Weekly _____		Other _____	
		_____ <i>Signature of Employer</i>	_____ <i>Date</i>		
C. Physician's Certification (to be completed by licensed physician):					
I hereby certify that I have examined the above named minor on _____ and I designate the minor's physical qualifications regarding the above promise of employment as: _____ (Date)					
<input type="checkbox"/> Physically Qualified <input type="checkbox"/> Physically Qualified with the following limitations _____					
Signature of Doctor		Date	Address		
D. Proof of Age (for Issuing Officer):					
I have examined the proof of age submitted by the above named minor which was in the form of (select one):					
<input type="checkbox"/> Birth Certificate <input type="checkbox"/> Baptismal Certificate <input type="checkbox"/> Passport <input type="checkbox"/> Other documentary proof in existence for at least one year (specify): _____					
<input type="checkbox"/> Affidavit of Parent/Guardian together with 1) physician's statement of opinion as to age of minor, and 2) school record of age and the above date of birth					
E. School Record (to be completed by school that the minor attends)		F. Issuing Officer Certification			
School District County		School District County			
Name of School		School District Address			
School Address		Telephone No.			
Last Grade Completed _____		<input type="checkbox"/> Regular Employment Certificate <input type="checkbox"/> Vacation Employment Certificate (summer & other school vacations) <input type="checkbox"/> Age Certificate (issued to persons 18 to 21 years of age) Age: _____			
The above named minor attends school in this district and has completed the work of the above grade. To the best of my knowledge the minor can do the work proposed without impairment of progress in school.		_____ <i>Signature of Minor</i> _____ <i>Date</i>			
_____ <i>Signature of Principal</i> _____ <i>Date</i>					
		_____ <i>Signature of Issuing Officer</i>	_____ Date of Issue	_____ Certificate No.	

INSTRUCTIONS FOR A300 COMBINED CERTIFICATION FORM

1. **Employment Information** (section B) – After you have completed your personal information (section A), bring your certification form to the employer. The employer completes the Employment Information and signs and dates the Promise of Employment. If any of the employment details have been pre-filled and are incorrect, the employer must cross out the incorrect information and enter, initial and date the corrections.
2. **Physician’s Certification** (section C) – The school district is responsible for performing the physical examination at no cost to you or your parents. A school physical (including a sports physical) performed during freshman year is good for all four years of high school (unless the school district policy specifies more frequent physicals).

If your parent/guardian prefers that you be examined by a doctor other than the one employed by the school district, you may do so at your parent/guardian’s expense. A minor is not required to obtain a physical if the parent/guardian objects (in writing) based on their religious beliefs and practices.

3. **Proof of Age** (section D) – If the school does not have a copy on file, you may be asked to provide a birth certificate, passport, baptismal certificate or other identification documentation to the School Issuing Officer.
4. **Parent/Guardian Authorization** (section A) – Your parent/guardian must indicate his/her authorization of your employment as specified in the Employment Information by signing and dating the Parent/Guardian authorization.
5. **School Record/Issuing Officer Certification** (sections E & F) - **Bring the completed certification form to your school district.** A designated school official will review the form and issue the working papers only after being satisfied that the working conditions and hours will not interfere with your education or damage your health. The official may refuse to issue working papers if such refusal would be in your best interest.

IMPORTANT INFORMATION

Hours of Work – 14 & 15 Year Olds

- no more than 3 hours a day on a school day
- no more than 18 hours a week during a school week
- may not work before 7:00 am or after 7:00 pm during the school year
- summer vacation: may work up to 8 hours a day, 40 hours a week, and may work up to 9:00 pm with written parental permission (which must be on file with the employer)

Hours of Work – 16 & 17 Year Olds

- no more than 8 hours a day
- no more than 40 hours a week
- may not work before 6:00 am or after 11:00 pm
Exception: may work after 11:00 pm (up to 3 am provided work begins before 11 pm) during regular school vacation and when there is no school the next day with written parental permission (which must be on file with the employer)

Hours of Work – All Minors

- no more than 6 consecutive days
- may not work more than 5 continuous hours without at least a 30-minute meal break

Hours of Work - School-Sponsored Cooperative Education Experiences, Apprenticeships and Paid Structured Learning Experiences - Training site experiences may not exceed five hours on any day that school is in session nor may the combination of school and work exceed eight hours on any day that school is in session.

Prohibited Work– Certain potentially hazardous jobs are prohibited for minors based on the age of the minor. For a complete list of prohibited occupations, visit the Department of Labor and Workforce Development’s website at www.nj.gov/labor and click on *Wage & Hour*.

www.nj.gov/education - New Jersey Department of Education

www.nj.gov/labor (click on *Wage & Hour*) – New Jersey Department of Labor and Workforce