

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

After physician certification has been authorized, the applicant is required to request a video conference with Mrs. Knorr, Issuing Officer.

D. Proof of Age

In this section the **applicant** must email the issuing officer, Mrs. Knorr, (knorr@cranfordschools.org) to set up a video conference call through Google hangouts. The video conference shall be live and will allow for interaction between the student and the issuing officer. During the video conference, the student shall verify his or her identity, authenticate the documents submitted, (birth certificate or passport) and sign the application, in a way that is visible and audible to the school district issuing officer. Following the video conference, the student shall transmit the signed certificate, by email. The issuing officer will then fill out Sections E and F. When completed, the issuing officer will return the original form to the student via e-mail for their employer's records.