

## IMPORTANT PLEASE READ:

Your School District may have a slightly different policy, these are just a guideline.

### WORKING PAPER INSTRUCTIONS

A. Personal Information:

- Make sure everything is filled out.
- Don't forget your **Social Security Number**

B. Employment Information – MUST BE COMPLETED BY EMPLOYER BEFORE RETURNING

- Hours, Wages and Job Title **MUST** be filled out.
- Employer signature (**REQUIRED**)
- Parent signature – DON'T FORGET TO HAVE PARENT SIGN (**REQUIRED**)

C. Physician's Certification:

- If you never had working papers, you **MUST** have a physical and this section signed off by a physician.
- If you have working papers on file with the Guidance Office at your High School you **DO NOT** need a physical.

**IMPORTANT:**

If your previous set of working papers cannot be found on file, you **MUST** get a new set of working papers signed by the physician who performed your physical.

If you've had a **recent sports physical** by the school doctor, no new physical is necessary. Stop by the Nurse's Office with your working papers and she will have it signed.

Sections A and B **MUST** be filled out completely before you see the nurse/physician.

D. Proof of Age

- Birth Certificate, passport, or county ID is accepted. Please bring a copy for proof.
- If you already have working papers on file with the Guidance Office, you do not need proof of age.

E. School Record:

- Fill in last grade completed only. Guidance Office will complete the rest of the information.

F. Issuing Officer Certification

- Signature of minor only. Guidance office will complete the rest of the information.

**PARENTS:** Under normal circumstances, we can certify the working papers immediately, provided ALL **highlighted** sections are filled out completely. We cannot certify the working papers under these circumstances per the NJ State Labor Board:

- Signatures omitted, employer fails to list hours, wages job title, no physical certification.