

INSTRUCTIONS FOR APPLYING FOR WORKING PAPERS:

1. FILL OUT THE APPLICATION FORM. IF YOU DO NOT HAVE A SOCIAL SECURITY NUMBER YOU SHOULD APPLY FOR ONE. YOU MAY OBTAIN WORKING PAPERS WITHOUT A NUMBER BUT YOUR EMPLOYER WILL NEED ONE.
2. A PARENT OR GUARDIAN MUST SIGN **PART I** OF THE FORM. WORKING PAPERS **CANNOT** BE ISSUED WITHOUT THIS SIGNATURE.
3. BRING SOME FORM OF ID: BIRTH CERTIFICATE, PASSPORT, BAPTISMAL CERTIFICATE, DRIVER'S LICENSE OR DRIVER'S PERMIT.
4. THE DOCTOR **MUST SIGN** THE PHYSICAL EXAM FORM. IF YOU GO TO ONE OF THE SCHOOL DOCTORS LISTED BELOW AND PRESENT THE WHITE CARD, YOU DO NOT PAY FOR THE EXAMINATION. YOU MAY GO TO YOUR OWN PHYSICIAN IF YOU WISH, BUT YOU PAY FOR THE EXAM.
5. RETURN TO SCHOOL WITH ALL FORMS AND PAPERS AND PICK UP THE WORKING CERTIFICATE IN THE GUIDANCE DEPT.

SCHOOL DOCTORS: Drs. Handelsman and Glassman
(845) 362-1169

*Doctor's office has walk-in hours for physicals. Call them in advance for the schedule.

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY, NEW YORK 12234

APPLICATION FOR EMPLOYMENT CERTIFICATE

See reverse side of this form for information concerning employment of minors.

All signatures must be handwritten in ink, and applicant must appear in person before the certifying official.

PART I – Parental Consent – (To be completed by applicant and parent or guardian)

Parent or guardian must appear at the school or issuing center to sign the application for the first certificate for full-time employment, unless the minor is a graduate of a four-year high school and presents evidence thereof. For all other certificates, the parent or guardian must sign the application, but need not appear in person to do so.

Date.....

I, Age
[Applicant] [Social Security Number]

Home address apply for a certificate as checked below:
[Full Home Address including Zip Code]

- Nonfactory Employment Certificate – Valid for lawful employment of a minor 14 or 15 years of age enrolled in day school when attendance is not required.
- Student General Employment Certificate – Valid for lawful employment of a minor 16 or 17 years of age enrolled in day school when attendance is not required.
- Full-Time Employment Certificate – Valid for lawful employment of a minor 16 or 17 years of age who is not attending day school.

I hereby consent to the required medical examination and employment certification as indicated above.

.....
(Signature of Parent or Guardian)

PART II – Evidence of Age – (To be completed by issuing official only)

..... – Check evidence of age accepted – Document # (if any)
[Date of Birth]

Birth Certificate State Issued Photo I.D. Driver's License Schooling Record Other.....
[Specify]

PART III – Certificate of Physical Fitness

Applicant shall present a Certificate of Physical Fitness from a school or private physician. Said examination must have been given within 12 months prior to issuance of the employment certificate.

If the Certificate of Physical Fitness is limited, the issuing official shall issue a Limited Employment Certificate (valid for a period not to exceed 6 months unless the limitation noted by the physician is permanent, then the certificate will remain valid until the minor changes jobs. Enter the limitation on the employment certificate.

PART IV – Pledge of Employment – (To be completed by prospective employer)

Part IV must be completed only for: (a) a minor with a medical limitation; and (b) for a minor 16 years of age who is leaving school, and resides in a district (New York City and Buffalo) which require a minor 16 years of age who is not employed to attend school, according to Section 3205 of the Education Law.

The undersigned will employ residing at
[Applicant]

as at
[Description of Applicant's Work] [Job Location]

for..... days per weekhours per day, beginning a.m. p.m.

..... ending..... a.m. p.m.
[Name of Firm] Factory [Address of Firm]

..... Nonfactory

..... Starting date
[Telephone Number] [Signature of Employer]

PART V – Schooling Record – (To be completed by school official)

Part V must be completed only for a minor 16 years of age who is leaving school, and resides in a district (New York City and Buffalo) which require a minor 16 years of age to attend school, according to Section 3205 of the Education Law.

I certify that the records of
[Name of School] [Address]

show that whose date of birth is
[Name of Applicant]

is in grade
[Signature of Principal or Designee]

PART VI – Employment Certification – (To be completed by issuing official only)

Certificate Number Date Issued

.....
[School or Issuing Center] [Address] [Signature of Issuing Official]

THIS APPLICATION DOES NOT AUTHORIZE EMPLOYMENT

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY, NEW YORK 13344

PHYSICAL FITNESS CERTIFICATION

(name of school)

(address)

(name of applicant)

(address)

(date of birth)

(sex)

INSTRUCTIONS: Complete part A unless certificate is limited — in which case complete Part B.

- A. I hereby certify that I have examined the above named applicant and find he is physically qualified for lawful employment.

(date)

(signature of physician and address)

- B. I hereby certify that I have examined the above named applicant and find he has a disability that requires limited employment.

(1) Disability —

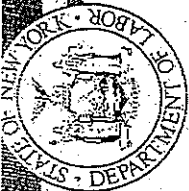
(2) Occupation —

(3) Employer —

(date)

(signature of physician and address)

If a limited certificate is indicated, the disability, occupation, and employer must be indicated to make this certificate valid.



Workplace Rules For Students

Employment certificates

All minors (under age 18) must have employment certificates. They must give their certificates to businesses that hire them when the job begins. When a student is leaving a job, the employer must return the certificate. A student can get information and an application for an employment certificate from her/his school.

There are two different certificates. A student non-factory employment certificate (form AT-18, which is blue) is issued to students aged 14 and 15. A student general employment certificate (AT-19, green) is issued to students aged 16 and 17.

In addition, a full-time employment certificate (AT-20, salmon) is issued to minors aged 16 and 17 who do not attend school or who are leaving school for full-time employment.

Students aged 14 and 15

- When school is in session, students aged 14 and 15 may work three hours on school days, eight hours on other days, up to 18 hours a week, and six days a week. They may work between 7 a.m. and 7 p.m.
- When school is not in session, they may work eight hours a day, up to 40 hours a week, and six days a week. From June 21 to Labor Day, they may work between 7 a.m. and 9 p.m.

www.labor.state.ny.us



Students aged 16 and 17

- When school is in session, students aged 16 and 17 may work four hours a day on Mondays, Tuesdays, Wednesdays and Thursdays, and eight hours on Fridays, Saturdays, Sundays and holidays. They may work up to 28 hours a week, six days a week, between 6 a.m. and 10 p.m.
- When school is not in session, they may work eight hours a day, up to 48 hours a week, and six days a week. They may work between 6 a.m. and midnight.

Minors, aged 16 and 17, who do not attend school

- Minors, aged 16 and 17, who do not attend school may work up to eight hours a day, 48 hours a week, six days a week. They may work between 6 a.m. and midnight.

Prohibited occupations

New York State law bars minors from working in some jobs for reasons of safety and health. Examples of prohibited occupations include construction work, the operation of power-driven tools, the manufacture of brick and tile, logging, mining and the manufacture of explosives.

Workplace rights

Everyone must be paid at least the hourly minimum wage required by state and federal law. A meal period of at least 30 minutes is required if an employee works more than six hours. An employer must post a schedule of hours and meal periods for minors. Every employee must receive a statement with each payment of wages showing hours worked, wages paid and all deductions.

Additional information is available from the Division of Labor Standards, New York State Department of Labor, Building 12, State Office Campus, Albany, NY 12240.

www.labor.state.ny.us

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