DIRECTIONS FOR OBTAINING WORKING PAPERS AT ROSLYN HIGH SCHOOL

- 1. Download PDF Application from RHS website (2nd page of this document);
- 2. Fill out all sections marked with a V;
- 3. Return completed form to Mrs. Pareti in the Health Office;
- 4. Working Papers will be made available within 48 hours of submission and must be signed in person by the student at the time they are received.

PLEASE NOTE THAT STUDENT MUST HAVE A VALID HEALTH FORM
COMPLETED WITHIN THE LAST 12 MONTHS
IN ORDER TO OBTAIN WORKING PAPERS.

THE UNIVERSITY OF THE STATE OF NEW YORK THE STATE EDUCATION DEPARTMENT ALBANY, NY 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.

Parent or quardian must a			he first certificate for full-time employment,
unless the minor is a gradu		presents evidence thereof. For	or all other certificates, the parent or
7	_		Date
• • • • • • • • • • • • • • • • • • •	Age		
[Applicant]	•	1.0	
Home Address [Full	Home Address including Zip Code]	, apply for a	certificate as checked below
	ent Certificate – Valid for lawful	employment of a minor 14 or	15 years of age enrolled in day school when
☐ Student General Emp when attendand	loyment Certificate – Valid for lave is not required.		16 or 17 years of age enrolled in day school
☐ Full-Time Employme school.	nt Certificate – Valid for lawful en	mployment of a minor 16 or 1	7 years of age who is not attending day
hereby consent to the required exam	ination and employment certificat	ion as indicated above.	
		V	[Signature of Parent or Guardian]
PART II – Evidence of Age – (7	1 , 0	• *	
[Date of Birth]	. – Check evidence of age accepte	d – Document # (if any)	
Birth Certificate State Issued Ph	oto I.D Driver's License	Schooling Record	Other[Specify]
PART IV – Pledge of Employm Part IV must be completed withdraw from school, according to S	only for: (a) a minor with a medi ection 3205 of the Education Law	ective employer) cal limitation; and (b) for a m , and must show proof of hav	E 3
The undersigned will employs	[Applicant]	_	
[Description of Ap		[Job Location	
or days per week	hours per day, beginnir	ng a.m	p.m.
	Factory ending.	a.m	p.m.
[Name of Firm]	, .		r
	Nonfactory		[Address of Firm]
[Telephone Number]	Starting date		[Signature of Employer]
PART V – Schooling Record –	(To be completed by school official	al)	
Part V must be completed which require a minor 16	only for a minor 16 years of age very years of age to attend school, acco	who is leaving school and residence of the E	
certify that the records of	ne of School]		[Address]
Show that			
s in grade			[Signature of Principal or Designee]
PART VI – Employment Certif		suing official only)	
Certificate Number		Date Issued	
[School or Issuing Center]	[Address]		[Signature of Issuing Officer]

GENERAL INFORMATION

An employment Certificate (Student Nonfactory, Student General, or Full Time) may be used for an unlimited number of successive job placements in lawful employment permitted by the particular type of certificate.

A Nonfactory Employment Certificate is valid for 2 years from the date of issuance or until the student turns 16 years old, with the exception of a Limited Employment Certificate. A Limited Employment Certificate is valid for a maximum of 6 months unless the limitation noted by the physician is permanent, then the certificate will remain valid until the minor changes job. It may be accepted only by the employer indicated on the certificate.

A new Certificate of Physical Fitness is required when applying for a different type of employment certificate, if more than 12 months have elapsed since the previous physical for employment.

An employer shall retain the certificate on file for the duration of the minor's employment. Upon termination of employment, or expiration of the employment certificate's period of validity, the certificate shall be returned to the minor. A certificate may be revoked by school district authorities for cause.

A minor employed as a Newspaper Carrier, Street Trades Worker, Farmworker, or Child Model, must obtain the Special Occupational Permit required.

A minor 14 years of age and over may be employed as a caddy, babysitter, or in casual employment consisting of yard work and household chores when not required to attend school. Employment certification for such employment is not mandatory.

An employer of a minor in an occupation which does not require employment certification should request a Certificate of Age.

PROHIBITED EMPLOYMENT

Minors 14 and 15 years may not be employed in, or in connection with a factory (except in delivery and clerical employment in an enclosed office thereof), or in certain hazardous occupations such as: construction work; helper on a motor vehicle; operation of washing, grinding, cutting, slicing, pressing or mixing machinery in any establishment; painting or exterior cleaning in connection with the maintenance of a building or structure; and others listed in Section 133 of the New York State Labor Law.

Minors 16 and 17 years of age may not be employed in certain hazardous occupations such as: construction worker; helper on a motor vehicle, the operation of various kinds of power-driver machinery; and others listed in Section 133 of the New York State Labor Law.

HOURS OF EMPLOYMENT

Minors may not be employed during the hours they are required to attend school.

Minors 14 and 15 years of age may not be employed in any occupation (except farmwork and delivering, or selling and delivering newspapers):

When school is in session:

- more than 3 hours on any school day, more than 8 hours on a nonschool day, more than 6 days in any week, for a maximum of 18 hours per week, or a maximum of 23 hours per week if enrolled in a supervised work study program approved by the Commissioner.
- after 7 p.m. or before 7 a.m.

When school is not in session:

- more than 8 hours on any day, 6 days in any week, for a maximum of 40 hours per week.
- after 9 p.m. or before 7 a.m.

This certificate is not valid for work associated with newspaper carrier, agriculture or modeling.

Minors 16 and 17 years of age may not be employed: --

When school is in session:

- more than 4 hours on days preceding school days; more than 8 hours on days not preceding school days (Friday, Saturday, Sunday and holidays), 6 days in any week, for a maximum of 28 hours per week.
- between 10 p.m. and 12 midnight on days followed by a school day without written consent of parent of guardian and a
 certificate of satisfactory academic standing from the minor's school (to be validated at the end of each marking period).
- between 10 p.m. and 12 midnight on days not followed by a school day without written consent of parent or guardian.

When school is not in session:

— more than 8 hours on any day, 6 days in any week, for a maximum of 48 hours per week.

EDUCATION LAW, SECTION 3233

"Any person who knowingly makes a false statement in or in relation to any application made for an employment certificate or permit as to any matter by this chapter to appear in any affidavit, record, transcript, certificate or permit therein provided for, is guilty of a misdemeanor."