

# Orange High School

## Working Paper Procedures

### Steps in Obtaining Working Papers

1. You **must** have been hired for a job prior to starting your paperwork.
2. Pick up the Working Paper A300 Combined Certification Form from the OHS Guidance Office. You may also download the forms from the link on the OHS website.
3. Complete section A: Minor's Personal Information. A parent/guardian signature is **required**.
4. Have the Employer complete Section B: Employment Information. The employer signature is **required**.
5. Bring your working paper to your physician to complete Section C: Physician's Certification. If you have had a physical at OHS for athletic activities, that may be used for this section. You must obtain the information from the Nurse's office.
6. Return the working paper to OHS with your proof of age. Acceptable documents for Section D: Proof of Age include:
  - a. Birth Certificate
  - b. Baptismal Certificate
  - c. Passport

Not accepted as proof of age: Driver's License, Social Security Card

(If previous completed working papers are on file, steps 5 and 6 do not need to be completed again. A copy of the previous working paper will be kept with the new form.)

7. Once all sections A through C are completed in entirety and proof of age is ready to be presented, the remaining sections D: Proof of Age, E: School Record, and F: Issuing Officer Certification will be completed by school personnel. The school Issuing Officer will return to you a copy of the working paper.

A copy of the working papers will be kept on file at OHS.

As required by New Jersey, the working paper will also be mailed to:

Division of Wage and Hour Compliance  
NJ Department of Labor  
PO Box 389  
Trenton, NJ 8625-0389

September 2019

## 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](http://www.nj.gov/labor) and click on *Wage & Hour*.

[www.nj.gov/education](http://www.nj.gov/education) - New Jersey Department of Education

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

**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)      Floor/Apt. No. (Line 2)			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.		
			Signature of Parent/Guardian      Date

**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
Contact Person Name	If Yes, are the entire premises licensed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Telephone No.      Alternate Telephone No.	If No, describe what areas of the premises are licensed, including any outside grounds: _____
Minor's Hours of Work (Provide daily hours and/or start and end times)	<b>Promise of Employment:</b> 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 _____	
Signature of Employer      Date	

**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)

Physically Qualified     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):

Birth Certificate     Baptismal Certificate     Passport     Other documentary proof in existence for at least one year (specify): \_\_\_\_\_  
 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.	Signature of Minor      Date
Signature of Principal      Date	Signature of Issuing Officer      Date of Issue      Certificate No.