

BCIT – MEDFORD - GUIDANCE OFFICE

INSTRUCTIONS FOR COMPLETING WORKING PAPERS

STEP #1 – STUDENT

Complete **Section A** with your personal information. Also fill in the Last Grade Completed in **Section E** and sign in **Section F** at Signature of Minor.

STEP #2 – EMPLOYER

Complete **Section B** “Promise of Employment”. Please include the estimated number of hours each day, total for the week and wages. Please be specific about job title and sign at signature of employer.

STEP #3 – PARENT/GUARDIAN

Please sign at the end of **Section A** at signature of Parent/Guardian.

STEP #4 – DOCTOR/SCHOOL NURSE

Complete **Section C**. Be sure to print name and address of doctor clearly. The student must have a physical if there are no previous working papers on file at BCIT or if the student has NOT had a sports physical here at BCIT.

A “RUBBER STAMP” must be used by the Doctor which contains the Name and Address of the Doctor’s Office..

After all of the above steps are complete, bring WORKING PAPERS to the Guidance Office. We already have a copy of your Birth Certificate

DO NOT BRING WORKING PAPERS TO THE GUIDANCE OFFICE UNLESS STEPS #1 – 4 ARE COMPLETE.

The Guidance Office will process the Working Papers and return the Original to the student to be given to the employer. Copies will be sent to the New Jersey Department of Labor and Workforce Development for their review.

The student cannot begin working until the Working Papers are completed and the original given to the employer.

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 and click on *Wage & Hour*.

www.nj.gov/education - New Jersey Department of Education

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