

Parent/Student Instructions for Completing Working Papers for Minors

(NJ Dept. of Ed. Form A300)

Working papers must be obtained from and completed by the school where the student is CURRENTLY ENROLLED. For 8th graders prior to graduation, that is Mt. View. Please allow ample time to complete all steps – typically 3-5 days (more if you need a physical).

SPECIAL SCHOOL PROGRAM IF APPLICABLE (SEE DR 00-03)
 NEW JERSEY DEPARTMENT OF EDUCATION AND COMBINED CERTIFICATION FORM

A. PERSONAL INFORMATION
 NAME OF MINOR _____ CITY _____ STATE _____ ZIP CODE _____
 ADDRESS STREET _____
 DATE OF BIRTH _____ AGE _____ SOCIAL SECURITY # _____
 PLACE OF BIRTH CITY _____ COUNTY _____ STATE/COUNTRY _____
 DESCRIPTION OF MINOR (SEX, HEIGHT, WEIGHT, HAIR COLOR, EYE COLOR)
 DISTINGUISHING FACIAL MARKS _____
 NAME OF PARENT/GUARDIAN _____
 ADDRESS OF PARENT/GUARDIAN _____

B. EMPLOYMENT INFORMATION TO BE COMPLETED BY EMPLOYER
 EMPLOYER TRADE NAME _____ TYPE OF BUSINESS/INDUSTRY _____
 ADDRESS WHERE MINOR IS TO BE EMPLOYED _____ PHONE # _____
 CONTACT PERSON _____

MINOR'S JOB TITLE BE SPECIFIC
 PROMISE OF EMPLOYMENT: I HAVE OFFERED EMPLOYMENT TO THE ABOVE NAMED MINOR FOR THE HOURS STATED BELOW, ACCORDING TO THE HOURS WHICH MAY BE FEASIBLE, BUT MAY NOT EXCEED THE NUMBER OF HOURS PERMITTED BY LAW, ACCORDING TO THE AGE OF THE MINOR.
 HOURS OF WORK (MUST INDICATE NUMBER OF HOURS AND/OR STARTING AND STOPPING TIMES): _____
 INDICATE IF REGULAR EMPLOYMENT CERTIFICATE _____ OR VACATION EMPLOYMENT CERTIFICATE _____
 WAGES: _____ PER HOUR OR _____ PER WEEK OR OTHER (PLEASE SPECIFY) _____
 IS THIS JOB FOR COMPLETION ON THE PREMISES? YES _____ NO _____
 IF "YES," ARE THE ENTIRE PREMISES LICENSED? YES _____ NO _____
 IF "NO," DESCRIBE WHAT AREAS OF THE PREMISES ARE LICENSED, INCLUDING ANY OUTSIDE GROUNDS _____

SIGNATURE OF EMPLOYER _____

I HEREBY AUTHORIZE THE EMPLOYMENT OF MY CHILD AS SPECIFIED ABOVE.

C. PHYSICIAN'S CERTIFICATION TO BE COMPLETED BY LICENSED PHYSICIAN
 I, _____ (DATE) _____
 AND I RESUME BELOW BY PLACING A CHECK AROUND THE PROPER LETTER IN THE PHYSICAL QUALIFICATIONS OF THE MINOR DESCRIBED IN THE STATEMENT OF THE PROSPECTIVE EMPLOYER AS SHOWN ON THE PROMISE OF EMPLOYMENT LIMITATIONS: _____
 A. PHYSICALLY QUALIFIED _____ B. PHYSICALLY QUALIFIED WITH THE FOLLOWING LIMITATIONS: _____

SIGNATURE OF DOCTOR _____ ADDRESS _____

D. PROOF OF AGE TO BE COMPLETED BY ISSUING OFFICER
 I HAVE EXAMINED THE PROOF OF AGE SUBMITTED BY THE ABOVE NAMED MINOR, WHICH WAS IN THE FORM OF (CIRCLE ONE):
 a. BIRTH CERTIFICATE b. BAPTISMAL CERTIFICATE c. PASSPORT d. OTHER DOCUMENTARY PROOF IN EVIDENCE FOR AT LEAST ONE YEAR (SPECIFY) _____ e. AFFIDAVIT OF PARENT OR GUARDIAN TOGETHER WITH (1) PHYSICIAN'S STATEMENT OF CONIKAS TO AGE OF MINOR AND (2) SCHOOL RECORDS OF AGE AND THE ABOVE DATE OF BIRTH _____
 f. AGE CERTIFICATE ISSUED TO PERSONS 14 TO 21 YEARS OF AGE _____

E. SCHOOL RECORDS TO BE COMPLETED BY SCHOOL THAT THE MINOR ATTENDS
 SCHOOL DISTRICT _____ COUNTY _____
 NAME OF SCHOOL _____ SCHOOL ADDRESS _____
 LAST GRADE COMPLETED _____

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 PRINCIPAL _____

G. ISSUING OFFICER CERTIFICATION
 SCHOOL DISTRICT _____ COUNTY _____
 SCHOOL DISTRICT ADDRESS _____
 SCHOOL DISTRICT TELEPHONE # _____
 SIGNATURE OF MINOR _____
 SIGNATURE OF ISSUING OFFICER _____ DATE OF ISSUE _____
 ENTER DATE PREVIOUSLY ISSUED EMPLOYMENT CERTIFICATE ON FILE, IF ANY _____

- Step 1. Get a 3-part form from your school **OR** download one from the School Counselor's page on your school's website.
- Step 2. Student and parent must complete:
 - Part A/Personal Information, including Parent/Guardian Signature (on downloaded form)
 - Part B – Parent/Guardian Signature only (on 3-part form)
 - Part G – Signature of Minor only
- Step 3. Take form to Mendham Department of Recreation to complete Part B/Employment Information.
- Step 4. Complete Part C/Physician's Certification:
 - Take the form to the student's doctor. **OR**
 - Inform your school's staff if you have a current sports physical on file that can be used in place of the doctor's signature. **OR**
 - Contact the school nurse to set up a physical appointment with the school doctor, if needed.
- Step 5. Return paperwork to the your school's office.
 - Provide a birth certificate or passport if one is not already on file at the school.
 - The school will complete Part D/Proof of Age, Part F/School Record, and Part G/Issuing Officer Certification, and return a copy to the student upon completion (typically 1 to 2 days).
- Step 6. Submit that copy to the employer.