

## **WORKING PAPER INSTRUCTION SHEET**

**PLEASE NOTE:** NEW JERSEY WORKING PAPERS ARE ONLY VALID FOR JOBS IN NEW JERSEY - IF YOU ARE WORKING IN ANOTHER STATE, YOU MUST GET WORKING PAPERS FROM THAT STATE!

Working papers are necessary for any student under the age of 18. If you change jobs, a new set of working papers must be completed.

**Working papers must be completed in full before returning them to the High School North Main Office to process.** Please read carefully and complete according to these directions or the working papers cannot be processed. After you have completed each section (A, B, C & signature in F) the working papers are returned to Kingsway North Main Office with a copy of a birth certificate, baptismal certificate or passport. If form is obtained in the Middle School, please return to Mrs. Walsh in the Guidance Office.

### **PLEASE COMPLETE THE WORKING PAPER AS FOLLOWS:**

Section A - complete the entire section (with social security number) and signature of parent/guardian is necessary at bottom of this section.

Section B - This section is for your employer to complete in full INCLUDING salary and hours/week and signature.

Section C - Physician's certification - A physical must be completed before working papers can be processed. Make sure address is filled in. If a physical has been done within the last year it is only necessary for your doctor's office to fill in the date, sign and fill in address and phone number.

Section D - When working papers are returned, please bring in a copy of proof of age (birth certificate, baptismal certificate or passport.)

Section E\*\* and F\* - will be completed by the Kingsway High School Main Office staff. \*Signature of Minor(student) should be completed before giving to the office.

### **\*\*FOR STUDENTS LIVING IN THE KINGSWAY DISTRICT BUT ATTENDING ANOTHER SCHOOL:**

Please complete section A, B, and C as described above and section E must also be completed by your school before the working paper is returned to Kingsway to complete section F. The minor/student must also sign in section F before bringing to the High School North Main Office or the Middle School Guidance Office.

School hours while school is in session - 7:00 a.m. to 3:45

Summer hours - 7:15 a.m. to 3:45 p.m.