

PLEASE FOLLOW THE PROCEDURES
BELOW FOR WORKING PAPERS

Once **ALL** portions are filled out (Sections A-D),
please email the form to
tmartin@longbranch.k12.nj.us to have the
document signed. Forms **WILL NOT** be signed
without all information + **highlighted parts**
completed, signed and dated.

If you have any questions, please contact Mrs.
Martin at the email address above.

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 If Yes, are the entire premises licensed? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, describe what areas of the premises are licensed, including any outside grounds: _____									
Contact Person Name _____	Promise of Employment: 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.									
Telephone No. _____ Alternate Telephone No. _____										
Minor's Hours of Work (Provide daily hours and/or start and end times) <table border="0"> <tr> <td>Mon _____</td> <td>Tues _____</td> <td>Wed _____</td> <td>Thurs _____</td> <td>Fri _____</td> </tr> <tr> <td>Sat 0 _____</td> <td>Sun 0 _____</td> <td colspan="3">Total Hours for Week: _____</td> </tr> </table>		Mon _____	Tues _____	Wed _____	Thurs _____	Fri _____	Sat 0 _____	Sun 0 _____	Total Hours for Week: _____	
Mon _____	Tues _____	Wed _____	Thurs _____	Fri _____						
Sat 0 _____	Sun 0 _____	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 _____
Long Branch High School _____ Monmouth _____	Long Branch High School _____ Monmouth _____
Name of School _____	School District Address _____
Long Branch High School _____	404 Indiana Avenue Long Branch NJ 07740
School Address _____	Telephone No. _____
404 Indiana Ave. Long Branch, NJ.	(732) 229-7300
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 Issuing Officer _____ Date of Issue _____ Certificate No. _____
Signature of Principal _____ Date _____	

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