

SEVEN STEPS TO GETTING WORKING PAPERS

1. You **MUST** have been hired for a job!
2. You pick up **Working Papers** from the Guidance Office in building #4 or from Mr. Keidel, Structured Learning Coordinator in Building #2.
3. Fill out as follows:



- ➔ Student completes Section A & signs in Section G.
(Be sure to fill in your Social Security Number)

4. Have your Employer fill-out Section B.
(Do not forget to get a parent signature in Section B)

- ➔ **(Double check to make sure the employer fills out this part completely and signs in the required spot here)**

5. ***For first time applicants only:*** Give **Working Papers** form to your physician, to fill out Section C. Find a document proving your age e.g., birth certificate, passport, baptismal certificate. Driver's license cannot be used for this purpose. (If previous working papers on file, these two steps do not need to be completed but a copy of the previous form will need to be submitted with this new form.)
6. The completed form should be dropped off in the Guidance Office in Building #4 or with the SLE Coordinator, Building #2. Sections D, E, F, and G will be completed by school personnel and returned to you within a few days. Please do not come in with the intention of having your working papers approved on the spot.
7. Once all sections are complete, the student will receive the white copy of the form, Counselor keeps pink form to be filed in student's folder. Yellow copy will be mailed to:

**Division of Wage and Hour Compliance
New Jersey Department of Labor
PO Box 389
Trenton, New Jersey 08625-0389**

