



RANDOLPH HIGH SCHOOL

Instructions for filling out Working Papers

Feel free to call the Main Office of the High school with any questions at 973-361-2400 ext. 6202

- 1. Employment Information** (Section B) – After you have completed your personal information (section A), bring the form to your new 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) – Randolph Township 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. You may go to the nurse's office to obtain this information during the school year. *During the summer you will need to visit your family doctor.*

If your parent/guardian prefers that you be examined by your family doctor, 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) – You will need to provide you birth certificate, passport or baptismal certificate to show your proof of age. *Driver's license and social security cards are not acceptable forms of ID for this particular document.*
- 4. Parent/Guardian Authorization** (Section A) – Your parent/guardian must indicate his/her authorization of your employment as specified in the Employment Information (Section B) by signing and dating the Parent/Guardian authorization.
- 5. School Record/Issuing Officer Certification** (Sections E & F) – Bring your completed certification form to your school district. Mrs. O'Leary in our Main Office can help you complete the form.

If you attend school out of district, they will need to complete Section E. Randolph High School will then complete Section F.

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
 - o Exception: may work after 11:00 pm (up to 3 am providing work begins before 11:00 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 experience 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 school is in session.

Prohibited Work – Certain potentially hazardous jobs are prohibited for minor 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 and Hour