

# POLICY

## BOARD OF EDUCATION MOUNT OLIVE TOWNSHIP

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WORKING PAPERS

### 5515 WORKING PAPERS

Students under 18 years of age applying for work, or promised employment, must have working papers. A student must apply in person in the Main Office - working papers cannot be done by mail.

- A. The State of New Jersey provides a form to be completed by student, employer, physician, parent/guardian and school and may be obtained in the Main Office along with an instruction sheet. Upon completion of the application, return form along with proof of age to the Main Office for final signatures and processing. It is then the student's responsibility to pick up the completed working paper form to be returned to his/her employer.
- B. A physical examination is necessary. Only original physicals performed during the current school year (Sept. 1 - June 30) can be used for working papers. The school doctor is periodically available to perform working paper physicals (the nurse can advise you as to the dates that the doctor will be here) or you may obtain a physical by your own doctor at your own expense. Students seeking summer employment are advised to have the school nurse complete the Physician's Certificate prior to the end of the school year.

Adopted: 29 June 1998

