

Instructions for Completing Working Papers ...

Working papers are required for any minor (under 18 years of age) working in the State of New Jersey. Forms are available on the Pope John website under the Guidance section or for pick up at the Guidance Office.

NJ Department of Education/A300 Combined Certification Form Procedure to Complete (in order):

Section A - Minor's Personal Information

To be completed by Minor
Must be signed by Parent/Guardian

Section B - Employment Information

To be completed. Will be signed by Employer when handed in.

The remaining Sections may be completed at Pope John XXIII High School

Section C - Physician's Certification

This section may be completed and signed by the school nurse during the school year.

Section D - Proof of Age

Minor may be asked to provide proof of age or identification.

Section E - School Record

To be completed by the Pope John Issuing Officer and Signed by the Principal

Section F - Issuing Officer Certification

To be completed by the Pope John Issuing Officer located in the Guidance Office.
Student must sign Working Papers in the presence of the Issuing Officer as required by the State.