

**Sleepy Hollow High School
210 North Broadway
Sleepy Hollow, NY 10591**

Instructions for Working Cards

The following forms need to be completed before a working card can be issued.

- **FORM #AT-16** (Physical Fitness Certification) must be completed. The nurse at your school may complete this form (during the school year) if a current physical is on file or you may have your private physician complete the form.

***Physical fitness examination must have been given within 12 months prior to issuance of the employment certificate and shall be from a school or private physician, physician's assistant or nurse practitioner authorized to practice within New York State.**

- **FORM #AT-17** (Application for Employment Certificate), Part 1 to be completed by applicant and signed by a parent/guardian.
- The State also requires proof of age. If applicant is a currently enrolled student at SLEEPY HOLLOW HIGH SCHOOL or MIDDLE SCHOOL, we have proof of age on file at their school, otherwise any one of the following: birth certificate, passport, driver's license or permit may be brought in for the issuing official to verify the applicant's date of birth.
- We would also need to verify the Social Security number (**you must present the original Social Security card**) for verification.
- The student applicant can go to the SLEEPY HOLLOW HIGH SCHOOL assistant principal's office with the above mentioned completed forms. **The applicant is required to sign the working card in the presence of the issuing official.**
- Working Papers are issued at the assistant principal's office, applications and cards will be issued during a student's free time or their lunch time, and after school Monday through Friday 8:30 a.m. to 3:30 p.m.