

**INSTRUCTIONS FOR FILLING OUT  
WORKING CARD APPLICATION**

(Revised June 6, 2025)

**Please complete all paperwork in black or blue pen.**

**Current BHS Students:**

1. To obtain a working card **you must** have proof of current physical (within the past 12 months). If the school nurse has your most recent physical on file, you may ask the nurse to fill out the Physical Fitness Certification. If the nurse does not, then the form will need to be **signed and stamped** by your doctor. Please provide a copy of your most recent physical to the school nurse.
  
2. Complete **Part 1 only** of the Application for Employment Certificate with your student's information. Make sure your parent or guardian signs this form and you provide a working telephone number where you can be reached.
  
3. When you have **completed both, Part 1 of the Application for Employment & the Physical Fitness Certification**, return them to room 150A. You will be told when your working card will be available to pick up. Student **must** sign the card upon receipt in front of school personnel. Applications are also accepted via email at [lhartnett@southcountry.org](mailto:lhartnett@southcountry.org).

**District Residents Private/Home School:**

Please submit, via email to [lhartnett@southcountry.org](mailto:lhartnett@southcountry.org), the following:

1. Copy of the students Birth Certificate (proof of age).
  
2. Completed **Part 1 only** of the Application for Employment Certificate.
  
3. Completed Physical Fitness Certification **signed & stamped** by your doctor. Please provide a working telephone number and we will call you when the working card is ready. Please note the student **must** sign in front of school personnel. They should be present and have their school photo identification.

**\*\*PLEASE KEEP FORM P886 & RETURN FORM P887 WITH YOUR APPLICATION\*\***