WORK PERMIT INSTRUCTIONS

01.

Complete State of New York Application for Employment Certificate

- Make sure you have the form signed by a legal guardian/parent



Make sure you have the following:

- Physical exam completed within the past 12 months on file with the Health Office
- Legal proof of age (birth certificate, passport driver's permit, OR driver's license)

02.

03.

Bring All Materials to Nurse's Office

- Including the working papers application, proof of age, & physical exam
- The nurse will give you a working card ONLY during lunch or free period





What To Do With the Working Card

- Once you find a job you are interested in, apply, and set up an interview, you will provide the interviewer with your working card

04.