INSTRUCTIONS FOR FILLING OUT

WORKING CARD APPLICATION

(Revised August 18, 2026)

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 nmulligan@southcountry.org.

District Residents Private/Home School:

Please submit, via email to nmulligan@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****

BASIC NEW YORK STATE CHILD LABOR LAWS

dol.ny.gov/know-your-rights

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NEW YORK STATE | Department of Labor

KNOW YOUR RIGHTS

- ☑ You must be paid on the designated payday for all hours worked for the previous pay period.
- ☑ You can be paid by check, paycard, or cash.
- ☑ You must receive a paystub with every payment of wages.
- ☑ Your employer must keep track of your hours. NYSDOL recommends you also keep track of your hours.
- ☑ Your employer will keep your working papers at the worksite. The posted schedule of hours must highlight the minors so that they are easily identified.

MINORS CANNOT PERFORM THE FOLLOWING TASKS

14- TO 15-YEAR-OLDS:

- Factory work
- Cooking or baking with certain tools/appliances
- Work at facilities for the mentally ill

14- TO 17-YEAR-OLDS (ALL MINORS):

- Construction, logging, meat packing, mining, etc.
- Operating certain power-driven equipment or machinery
- Work with exposure to radioactive or poisonous substances
- Production of bricks or handling of explosives

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- Most transportation, warehousing, or storage
- Work in prisons and correctional facilities

In places where alcohol is consumed and served, minors cannot serve alcohol. If minors handle containers where alcohol may have been served, they require direct supervision by someone over 21 years old. In places where alcohol is sold, but not consumed on premises, the sale must be supervised by someone over the age of 18.

WORKING HOURS DURING SCHOOL

14- AND 15-YEAR-OLDS

- Up to 3 hours on school days
- Up to 8 hours on non-school days
- No more than 18 hours or 6 days per week
- Work hours can be between 7 AM and 7 PM

15- AND 17-YEAR-OLDS

- Up to 4 hours Monday - Thursday
- Up to 8 hours Friday - Sunday and holidays
- Work hours can be between 6 AM and 10 PM on school nights; 6 AM and 12 AM on non-school days

WORKING HOURS DURING SCHOOL BREAKS

14- AND 15-YEAR-OLDS

- Up to 8 hours per day
- No more than 40 hours or 6 days per week
- Work hours can be between 7 AM and 9 PM

16- AND 17-YEAR-OLDS

- Up to 8 hours per day
- No more than 48 hours or 6 days per week
- Work hours can be between 6 AM and 12 AM

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AT-17
Rev. 5/21

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY, NY 12234

APPLICATION FOR EMPLOYMENT CERTIFICATE

See reverse side of this form for information concerning employment of minors.

Applicant must appear in person before the certifying official.

THIS APPLICATION DOES NOT AUTHORIZE EMPLOYMENT

PART I – Parental Consent – (To be completed by applicant and parent or guardian)

Parent or guardian must appear at the school or issuing center to sign the application for the first certificate for full-time employment, unless the minor is a graduate of a four-year high school and presents evidence thereof. For all other certificates, the parent or guardian must sign the application, but need not appear in person to do so.

Date.....

I, ... Age .....
[Applicant]

Home Address ....., apply for a certificate as checked below
[Full Home Address including Zip Code]

☐ Nonfactory Employment Certificate – Valid for lawful employment of a minor 14 or 15 years of age enrolled in day school when attendance is not required.

☐ Student General Employment Certificate – Valid for lawful employment of a minor 16 or 17 years of age enrolled in day school when attendance is not required

☐ Full-Time Employment Certificate – Valid for lawful employment of a minor 16 or 17 years of age who is not attending day school

I hereby consent to the required examination and employment certification as indicated above.

.....
[Signature of Parent or Guardian]

PART II – Evidence of Age – (To be completed by issuing official only)

..... – Check evidence of age accepted – Document # (if any) .....
[Date of Birth]

☐ Birth Certificate ☐ State Issued Photo ☐ I.D Driver's License ☐ Schooling Record ☐ Other [Specify].....

PART III – Certificate of Physical Fitness

Applicant shall present documentation of physical exam from a school or private physician, physician's assistant or nurse practitioner authorized to practice within New York State.* Said examination must have been given within 12 months prior to issuance of the employment certificate. Date of physical exam on file with school ..... If physical exam is over 12 months, provide student with Certificate of Physical Fitness to be completed by school medical director or private health care provider.

If the physical exam or Certificate of Physical Fitness is limited with regard to allowed work/activity, the issuing official shall issue a Limited Employment Certificate, which will be valid for a period not to exceed 6 months, unless the limitation noted by the physician is permanent, in which case, the certificate will remain valid until the minor changes jobs. Enter the limitation on the employment certificate.

THE PHYSICIAN'S CERTIFICATION SHOULD BE RETURNED TO THE APPLICANT.

*Education Law Article 131, Section 6526 lists exempted physicians authorized to practice in the state without a NYS license. Education Law Article 139 section 6908(f) lists exempted persons authorized to practice nursing (inclusive of nurse practitioners) in the state without a NYS license.

PART IV – Pledge of Employment – (To be completed by prospective employer)

Part IV must be completed only for: (a) a minor with a medical limitation; or (b) for a minor 16 years of age and legally able to withdraw from school, according to Section 3205 of the Education Law, in a city or district which requires minors from sixteen to 17 years of age who are not employed to attend school, and who must show proof of having a job.

The undersigned will employ ..... residing at .....
[Applicant]

as ..... at .....
[Description of Applicant's Work] [Job Location]

for ..... days per week ..... hours per day, between ..... a.m. and ..... p.m.

Starting date .....

.... ☐ Factory ☐ Nonfactory
[Name of Firm] [Address of Firm]

....
[Telephone Number] [Signature of Employer]

PART V – Schooling Record – (To be completed by school official)

Part V must be completed only for a minor 16 years of age who is leaving school and resides in a district (New York City and Buffalo) which require a minor 16 years of age to attend school, according to Section 3205 of the Education Law.

I certify that the records of ....
[Name of School] [Address]

Show that ..... whose date of birth is .....
[Name of Applicant]

Is in grade..... .....
[Signature of Principal or Designee]

PART VI – Employment Certification – (To be completed by issuing official only)

Certificate Number ..... Date Issued.....

....
[School or Issuing Center] [Address] [Signature of Issuing Officer]

GENERAL INFORMATION

An employment Certificate (Student Nonfactory, Student General, or Full Time) may be used for an unlimited number of successive job placements in lawful employment permitted by the particular type of certificate.

A Nonfactory Employment Certificate is valid for 2 years from the date of issuance or until the student turns 16 years old, with the exception of a Limited Employment Certificate. A Limited Employment Certificate is valid for a maximum of 6 months unless the limitation noted by the physician is permanent, then the certificate will remain valid until the minor changes job. It may be accepted only by the employer indicated on the certificate.

A new Certificate of Physical Fitness is required when applying for a different type of employment certificate, if more than 12 months have elapsed since the previous physical for employment.

An employer shall retain the certificate on file for the duration of the minor's employment. Upon termination of employment, or expiration of the employment certificate's period of validity, the certificate shall be returned to the minor. A certificate may be revoked by school district authorities for cause.

A minor employed as a Newspaper Carrier, Street Trades Worker, Farmworker, or Child Model, must obtain the Special Occupational Permit required.

A minor 14 years of age and over may be employed as a caddy, babysitter, or in casual employment consisting of yard work and household chores when not required to attend school. Employment certification for such employment is not mandatory.

An employer of a minor in an occupation which does not require employment certification should request a Certificate of Age.

PROHIBITED EMPLOYMENT

Minors 14 and 15 years may not be employed in, or in connection with a factory (except in delivery and clerical employment in an enclosed office thereof), or in certain hazardous occupations such as: construction work; helper on a motor vehicle; operation of washing, grinding, cutting, slicing, pressing or mixing machinery in any establishment; painting or exterior cleaning in connection with the maintenance of a building or structure; and others listed in Section 133 of the New York State Labor Law.

Minors 16 and 17 years of age may not be employed in certain hazardous occupations such as: construction worker; helper on a motor vehicle, the operation of various kinds of power-driver machinery; and others listed in Section 133 of the New York State Labor Law.

HOURS OF EMPLOYMENT

Minors may not be employed during the hours they are required to attend school.

Minors 14 and 15 years of age may not be employed in any occupation (except farmwork and delivering, or selling and delivering newspapers):

When school is in session:

- more than 3 hours on any school day, more than 8 hours on a nonschool day, more than 6 days in any week, for a maximum of 18 hours per week, or a maximum of 23 hours per week if enrolled in a supervised work study program approved by the Commissioner.
- after 7 p.m. or before 7 a.m.

When school is not in session:

- more than 8 hours on any day, 6 days in any week, for a maximum of 40 hours per week.
- after 9 p.m. or before 7 a.m.

This certificate is not valid for work associated with newspaper carrier, agriculture or modeling.

Minors 16 and 17 years of age may not be employed: --

When school is in session:

- more than 4 hours on days preceding school days; more than 8 hours on days not preceding school days (Friday, Saturday, Sunday and holidays), 6 days in any week, for a maximum of 28 hours per week.
- between 10 p.m. and 12 midnight <u>on days followed by a school day</u> without written consent of parent of guardian <u>and</u> a certificate of satisfactory academic standing from the minor's school (to be validated at the end of each marking period).
- between 10 p.m. and 12 midnight <u>on days not followed by a school day</u> without written consent of parent or guardian.

When school is not in session:

- more than 8 hours on any day, 6 days in any week, for a maximum of 48 hours per week.

EDUCATION LAW, SECTION 3233

"Any person who knowingly makes a false statement in or in relation to any application made for an employment certificate or permit as to any matter by this chapter to appear in any affidavit, record, transcript, certificate or permit therein provided for, is guilty of a misdemeanor."

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THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
Albany, New York 12234

PHYSICAL FITNESS CERTIFICATION

(Name of Applicant) (Address)

(Date of Birth)

☐ Male ☐ Female ☐ Nonbinary

INSTRUCTIONS TO HEALTHCARE PROVIDER:
Complete Part A unless certificate is limited –in which case complete Part B

A. I hereby certify that I have examined the above-named applicant and find **they are physically qualified for lawful employment.**

(Date of Physical) (Signature of Healthcare Provider)

(Address of Healthcare Provider)

B. I hereby certify that I have examined the above-named applicant and find **they have a disability that requires limited employment.**

(1) Disability ---

(2) Occupation ---

(3) Employer ---

(Date) (Signature of Healthcare Provider)

(Address of Healthcare Provider)

If a limited certificate is indicated, the disability, occupation, and employer must be indicated to make this certificate valid.

BASIC NEW YORK STATE CHILD LABOR LAWS

dol.ny.gov/child-labor-law-hub

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