

WORKING PAPERS

Working papers are required for everyone under 18 years of age for all types of employment. Working papers are issued through the Secondary School Health Office.

Applications must be signed by the parent/guardian and student. Applications can be downloaded from the school website at www.manhasset.k12.ny.us. Click on the Athletic Department link under forms – working papers. Proof of age is required in the form of a birth certificate, passport or drivers license. The student must have had a physical examination within one year by a licensed physician. Examinations by a school physician will be available during the fall of the academic year for Manhasset School students. Student must be present for receipt of card.

Working papers may be secured from the Health Office in the Secondary School from 8:30 - 12:00 and 1:30 – 3:15 during the school year, and from 8:30 - 12:00 and 1:00 – 2:00 during the summer months.

Please call ahead during the summer months at 267-7520.

WORKING PAPERS INFORMATION

PART 1

To be completed by student and Parent/Guardian

PART 2

Bring proof of age i.e. BIRTH CERTIFICATE, I.D. DRIVER'S LICENSE, STATE ISSUED PHOTO, or PASSPORT to the Manhasset Secondary School Health Office. This office is open from 8:30 to 3:15 PM Monday through Friday, from September to June and from 9:00 to 12:00 PM and 1:00 – 2:00 PM during the summer months. Please call ahead during summer hours, 267-7520.

PART 3

Certificate of physical fitness may be completed by the school physician or a private physician. Examinations must be within a year of issuance of the employment certificate.

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

APPLICATION FOR EMPLOYMENT PERMIT

See next page for concerning employment of minors.

All signatures must be handwritten and applicant must appear in person before the certifying official.

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

Date: _____

I, _____ Age _____
(Signature of Applicant) (Social Security Number)

_____, apply for a certificate as checked below:
(Full Home Address including Zip Code)

- | | |
|--|--|
| <input type="checkbox"/> Newspaper Carrier Permit (See Part III below) | <input type="checkbox"/> Farmwork Permit |
| <input type="checkbox"/> Child Model Permit (See Part IV below) | <input type="checkbox"/> Farmwork Permit – Special |
| <input type="checkbox"/> Street Trades Permit | |

I hereby consent to the required medical 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 No. (if any) _____
(Date of Birth)

- | | | |
|--|---|--|
| <input type="checkbox"/> Birth Certificate | <input type="checkbox"/> Schooling Record | <input type="checkbox"/> Other (Specify) |
|--|---|--|

Part III - Certificate of Physical Fitness

Applicant shall present a certificate of physical fitness from a school or private physician. Said examination must have been given with 12 months prior to issuance of the employment permit. A physical fitness certificate is not required for the issuance of a Newspaper Carrier Permit if the applicant is qualified to participate in the school's physical education program. If not qualified to participate, a physician's permission is required. Is the applicant in the school's physical education program?

- Yes No

Part IV – Schooling Record – (To be completed by school official – Required only for Child Model Permit)

I certify that the records of _____
(Name of School) (Address)
show that _____, whose date of birth is _____,
(Minor's Name)
is in grade _____.

(Signature of Principal or Designee)

Part V – Employment Certification

Permit Number: _____ Date issued: _____

(Issuing Center)

(Address)

(Signature of Issuing Official)

THIS APPLICATION DOES NOT AUTHORIZE EMPLOYMENT

GENERAL INFORMATION

Types of Permits :

Newspaper Carrier Permit: Issued to a minor 11 to 18 years of age to engage in the occupation of delivering, or selling and delivering newspapers, shopping papers, and periodicals to customers at their homes or places of business.

Child Model Work Permit: Issued to a minor under 18 years of age to engage in the occupation of a child model.

Farmwork Permit: Issued to a minor 14 or 15 years of age to engage in the occupation of farmwork.

Farmwork Permit-Special: Issued to a minor 12 or 13 years of age to engage in the occupation of hand harvesting of berries, fruits, and vegetables.

Street Trades Permit: Issued to a minor 14 to 18 years of age to engage in the street trades occupation of selling newspapers, shopping papers, and periodicals, or work as a bootblack.

An employment permit may be used for an unlimited number of successive job placements in the specific occupation permitted by the particular type of permit, e.g., a newspaper carrier may work for one newspaper, leave employment and then work for another newspaper.

An employment permit is valid for 2 years from the date of issuance, with the exception of a Child Model Permit and a Newspaper Carrier Permit. A Child Model Permit is valid for only 1 year. A Newspaper Carrier Permit does not expire as long as the minor remains qualified to participate in the school's physical education program.

An employment permit is not transferable and must be carried on the minor's person while working.

Prohibited Employment

An employment permit may not be used for any type of employment other than the specific occupation for which the permit was issued.

Hours Of Employment

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

Minors employed as newspaper carriers may not work:

- A. After 7 p.m. or before 5 a.m.
- B. When school is in session – more than 4 hours on a schoolday.
- C. When school is not in session – more than 5 hours on any day.

Minors employed as child models may not work:

- A. Beyond the time and hour limitations for child models as specified in the regulations promulgated by the Commissioner of Education (Commissioner's Regulation 190.2).

Minors employed as farmworkers may not work:

- A. After 7 p.m. or before 7 a.m. from June 21 to Labor Day, if they are 12 or 13 years of age.
- B. There are no hours of regulations for farmworkers 14 years of age and over.

Minors engaged in street trades may not work:

- A. After 7 p.m. or before 6 a.m.
- B. When school is in session – more than 4 hours on any schoolday.
- C. When school is not in session – more than 5 hours on any day.

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 required by this chapter to appear in any affidavit, record, transcript, certificate or permit therein provided for, is guilty of a misdemeanor.”