

# WORKING PAPER DIRECTIONS

## FOR STUDENTS AGES 14-17

1. Complete Part I-Parental Consent of the Application For Employment Certificate  
Parent signature must be included  
Do not complete any other part
2. Bring in proof of age—Birth Certificate, Learner’s Permit, Driver’s License or U.S. Passport
3. Proof of physical exam within the last year
  - a. If you have a current physical on file at the health office, take this application to the nurse during the **school year** and she will record the date of your physical, **during the summer you must provide the copy of your physical.**
  - b. Bring in a copy of your current physical from your private physician’s office
  - c. Bring in a script from your doctor’s office stating: Patient was examined on (exact date physical was given) and is cleared for working papers. This date must be within the past twelve months. We cannot assume that the date written on the dateline is the actual date of the physical. Make sure the note clearly lists the date of the physical.
4. Return the application, proof of birth and proof of physical to the Records Office which is the first door on the left as you exit the Baker Foyer (first desk).
5. After the working card is prepared, the **student** will have to return to sign the card in my presence.
6. The employer will keep this card on file during your employment.
7. If you leave this job, you should ask the employer to return your card.