

# Working Papers...

Working papers are required for any minor (under 18 years old) working in the State of New Jersey. Because Pope John XXIII H.S. is a regional school, the New Jersey Department of Education/A300 Combined Certification Form (working papers), are obtained from your sending district's High School (e.g. if the student lives in Sparta, they would go to Sparta H.S. to obtain them). You can also obtain them online by clicking on the link at the end of this document.

## **New Jersey Department of Education/A300 Combined Certification Form**

### **PROCEDURES TO COMPLETE:**

#### **Section A — PERSONAL INFORMATION**

This section is to be completed by minor.

#### **SIGNATURE OF PARENT/GUARDIAN**

This section is to be signed by the parent/guardian.

#### **Section B — EMPLOYMENT INFORMATION**

This section is to be completed by the employer.

#### **Section C — PHYSICIAN'S CERTIFICATION**

This section may be signed by the school nurse during the school year.

#### **Section D — PROOF OF AGE**

The minor may be asked to provide a birth certificate, passport, baptismal certificate or other identification.

## **Section E — SCHOOL RECORD**

This section is to be completed by Pope John XXIII H.S.

## **Section F — ISSUING OFFICER CERTIFICATION**

Working papers are to be returned to the sending District's High School for completion.

**\*MINORS MUST SIGN WORKING PAPERS IN THE PRESENCE OF THE ISSUING OFFICER AS REQUIRED BY THE STATE.**

*Please visit the Department of Labor's website below to download or print the form and find more information on labor laws for minors in New Jersey.*

[http://lwd.dol.state.nj.us/labor/forms\\_pdfs/wagehour/A300.pdf](http://lwd.dol.state.nj.us/labor/forms_pdfs/wagehour/A300.pdf)