

Guidelines for Obtaining Working Papers (Employment Agreement)

- A. Interested students (14 years to 17 years) can see Karen in the main floor counseling office for the blank form. Karen will fill out **Section A.** (Personal Information) together with the student and explain the different steps in the process.
 1. A master copy will be kept on file so if the student is in need of further working papers they will be available.
- B. The student will be given the form to bring home. The student would then bring the form to the employer who completes **Section B.** (Employment Information) and signs stating that they are willing to hire the student.
- C. A parent must sign **Section B.**, demonstrating they give permission for their child to work.
- D. The student then brings the form back to school where if he/she has a physical on file the school nurse will complete **Section C.** (Physician's Certification) If parent prefers for their child to be seen by family physician or there is no physical on file then they need to go to their own doctor.
- E. **Section D.** (Proof of Age) is completed by the school utilizing information already on file.
- F. **Section E.** (School Record) is completed by Chapel Hill (Karen) and then signed by the school principal (Michael or Diane). We cannot complete this section until **Sections B** is complete and there is a parent signature.
- G. **Section G.** This part needs to be completed by the student's sending district high school. The student needs to also sign this section where it says signature of minor. It is the responsibility of the issuing officer to return the original to the student, mail a copy to the state and keep a copy on file at the sending district high school.
- H. The student will then bring the completed original back to the employer who will then keep the form on file for as long as student is employed there.
- I. If the working papers are for an SLE site through Chapel Hill, a copy of the completed working papers needs to also be given to Karen who will attach them to Chapel Hill's copy of the SLE paperwork and will keep a copy in the student's file.