

Dear Parent/Guardian,

You are receiving this packet because your student has requested an employment certification form (working papers). Enclosed you will find a sample of the certificate, an informational packet for parents, the State's guidance for hours, as well as a blank certificate.

Certificates should be completed in order (from Section A-F), by the person/institution listed on the sample certificate.. A student does not require working papers to apply for jobs and there is no need to fill out an employment certificate unless the student has actually been offered a job.

Please feel free to contact me with any questions.

Thank you

Deb Ott
Transition Coordinator
Chapel Hill Academy
973 686 0004 x1106
deb.o@chapelhillacademy.net

SAMPLE

Date Printed: _____

A300 Combined Certification Form

Date(s) of previously issued certificates (if applicable): _____

☐ Cooperative Education Experience (CEE) - Hazardous Occupation☐ CEE - Non-Hazardous Occupation☐ Paid Structured Learning Experience**A. Minor's Personal Information**

First Name _____

Section A must be completed by the parent

Street Address (Line 1) _____

Floor/Apt. No. (Line 2) _____

Date of Birth _____

Age _____

City of Birth _____

City _____

State _____

Zip Code _____

County of Birth _____

State/Country of Birth _____

Telephone No. _____

Cell/Alternate No. _____

☐ Male

Height _____

Hair Color _____

☐ Female

Weight _____

Eye Color _____

Parent/Guardian First Name _____

Parent/Guardian Last Name _____

Distinguishing Facial Marks (if applicable) _____

Parent/Guardian Address (if different than minor's address) _____

Floor/Apt. No. (Line 2) _____

I hereby authorize the employment of my child as specified below under Employment Information.

City _____

State _____

Zip Code _____

Parent/Guardian Telephone No. _____

Alternate Telephone No. _____

Signature of Parent/Guardian _____

Date _____

B. Employment Information

Employer B _____

Section B must be completed by the employer

Street Address (where minor will be employed) _____

Floor/Suite (Line 2) _____

Minor's Job Title (Be specific) _____

City _____

State _____

Zip Code _____

Is liquor sold on the premises? ☐ Yes ☐ NoIf Yes, are the entire premises licensed? ☐ Yes ☐ No

If No, describe what areas of the premises are licensed, including any outside grounds: _____

Contact Person Name _____

Telephone No. _____

Alternate Telephone No. _____

Minor's Hours of Work (Provide daily hours and/or start and end times)

Mon _____

Tues _____

Wed _____

Thurs _____

Fri _____

Sat _____

Sun _____

Total Hours for Week: _____

Wages: Per Hour _____

Weekly _____

Other _____

Promise of Employment: I have offered employment to the above named minor for the hours stated. I understand that these hours may be flexible but may not exceed the number of hours permitted by law according to the age of the minor.

Signature of Employer _____

Date _____

C. Physician's Certification

and I designate the _____

Section C must be completed by a physician (ate)☐ Physically Qualified☐ Mentally Qualified with the following limitations: _____

Signature of Doctor _____

Date _____

Address _____

D. Proof of Age

(for Issuing Officer): I have examined the proof of age submitted by the above named minor which was in the form of (select one):

☐ Birth Certificate☐ Affidavit of Parent/Guardian together with 1) physician's statement of opinion as to age of minor, and 2) school record of age and the above date of birth**Section D will be completed by Chapel Hill****E. School Record (to be completed by school that the minor attends)**

§ _____

Section E must be completed by Chapel Hill

School Address _____

Last Grade Completed _____

The above named minor attends school in this district and has completed the work of the above grade. To the best of my knowledge the minor can do the work proposed without impairment of progress in school.

Signature of Principal _____

Date _____

F. Issuing Officer Certification**Section F must be completed by student's home district**☐ Regular Employment Certificate☐ Vacation Employment Certificate (summer & other school vacations)☐ Age Certificate (issued to persons 18 to 21 years of age) Age: _____

Signature of Minor _____

Date _____

Signature of Issuing Officer _____

Date of Issue _____

Certificate No. _____

A300 Combined Certification Form

Date(s) of previously issued certificates (if applicable): _____

☐ Cooperative Education Experience (CEE) - Hazardous Occupation☐ CEE - Non-Hazardous Occupation☐ Paid Structured Learning Experience**A. Minor's Personal Information**

First Name _____ M.I. _____ Last Name _____	Social Security No. _____
Street Address (Line 1) _____ Floor/Apt. No. (Line 2) _____	Date of Birth _____ Age _____ City of Birth _____
City _____ State _____ Zip Code _____	County of Birth _____ State/Country of Birth _____
Telephone No. _____ Cell/Alternate No. _____	<input type="checkbox"/> Male Height _____ Hair Color _____ <input type="checkbox"/> Female Weight _____ Eye Color _____
Parent/Guardian First Name _____ Parent/Guardian Last Name _____	Distinguishing Facial Marks (if applicable) _____
Parent/Guardian Address (if different than minor's address) _____ Floor/Apt. No. (Line 2) _____	I hereby authorize the employment of my child as specified below under Employment Information.
City _____ State _____ Zip Code _____	
Parent/Guardian Telephone No. _____ Alternate Telephone No. _____	
Signature of Parent/Guardian _____ Date _____	

B. Employment Information

Employer Business Name _____	Type of Business/Industry _____
Street Address (where minor will be employed) _____ Floor/Suite (Line 2) _____	Minor's Job Title (Be specific) _____
City _____ State _____ Zip Code _____	Is liquor sold on the premises? <input type="checkbox"/> Yes <input type="checkbox"/> No
Contact Person Name _____	If Yes, are the entire premises licensed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Telephone No. _____ Alternate Telephone No. _____	If No, describe what areas of the premises are licensed, including any outside grounds: _____
Minor's Hours of Work (Provide daily hours and/or start and end times)	Promise of Employment: I have offered employment to the above named minor for the hours stated. I understand that these hours may be flexible but may not exceed the number of hours permitted by law according to the age of the minor.
Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____ Sat _____ Sun _____ Total Hours for Week: _____	
Wages: Per Hour _____ Weekly _____ Other _____	
Signature of Employer _____ Date _____	

C. Physician's Certification (to be completed by licensed physician): I hereby certify that I have examined the above named minor on _____ and I designate the minor's physical qualifications regarding the above promise of employment as: _____ (Date)

☐ Physically Qualified ☐ Physically Qualified with the following limitations _____

Signature of Doctor _____ Date _____ Address _____

D. Proof of Age (for Issuing Officer): I have examined the proof of age submitted by the above named minor which was in the form of (select one):

☐ Birth Certificate ☐ Baptismal Certificate ☐ Passport ☐ Other documentary proof in existence for at least one year (specify): _____

☐ Affidavit of Parent/Guardian together with 1) physician's statement of opinion as to age of minor, and 2) school record of age and the above date of birth

E. School Record (to be completed by school that the minor attends)

School District _____ County _____
Name of School _____
School Address _____
Last Grade Completed _____
The above named minor attends school in this district and has completed the work of the above grade. To the best of my knowledge the minor can do the work proposed without impairment of progress in school.
Signature of Principal _____ Date _____

F. Issuing Officer Certification

School District _____ County _____
School District Address _____
Telephone No. _____
<input type="checkbox"/> Regular Employment Certificate <input type="checkbox"/> Vacation Employment Certificate (summer & other school vacations) <input type="checkbox"/> Age Certificate (issued to persons 18 to 21 years of age) Age: _____
Signature of Minor _____ Date _____
Signature of Issuing Officer _____ Date of Issue _____ Certificate No. _____

INSTRUCTIONS FOR A300 COMBINED CERTIFICATION FORM

Pursuant to Executive Order 135 (Murphy) (2020), for the duration of the Public Health Emergency declared in Executive Order No. 103 (2020), the provisions of N.J.S.A. 34:2-21.8 and N.J.S.A. 34:2-21.10, requiring the personal appearance of the minor, and, under certain circumstances, the minor's parent or guardian, before school district issuing officers in order to apply for or sign employment certificates may be **satisfied through the use of audio-visual technology**. Each public-school district shall develop and implement procedures to satisfy the statutory requirements without requiring in-person contact between the school district issuing official and the minor, under the following conditions: **a. During the application process**, the child and the school district licensing officer may transmit a single copy of all required documentation by way of electronic transmission, fax, or any other means of transfer of documents developed by the school district that avoids in-person contact, is secure, and maintains the confidentiality of the documents; **b. The video conference shall be live** and must allow for interaction between the child and the school district issuing officer, and when applicable, the parent or guardian. During the video conference, the child shall verify his or her identity, authenticate the documents submitted, and sign the application, in a way that is visible and audible to the school district issuing officer; and **c. Following the video conference**, the child shall transmit the signed certificate, by electronic or other means as determined by the school district, to the issuing officer, who shall make the requisite copies and distribute the original and copies as required by N.J.S.A. 34:2-21.7

1. **Employment Information** (section B) – After you have completed your personal information (section A), bring your certification form to the employer. The employer completes the Employment Information and signs and dates the Promise of Employment. If any of the employment details have been pre-filled and are incorrect, the employer must cross out the incorrect information and enter, initial and date the corrections.
2. **Physician's Certification** (section C) – The school district is responsible for performing the physical examination at no cost to you or your parents. A school physical (including a sports physical) performed during freshman year is good for all four years of high school (unless the school district policy specifies more frequent physicals).
If your parent/guardian prefers that you be examined by a doctor other than the one employed by the school district, you may do so at your parent/guardian's expense. A minor is not required to obtain a physical if the parent/guardian objects (in writing) based on their religious beliefs and practices.
3. **Proof of Age** (section D) – If the school does not have a copy on file, you may be asked to provide a birth certificate, passport, baptismal certificate or other identification documentation to the School Issuing Officer.
4. **Parent/Guardian Authorization** (section A) – Your parent/guardian must indicate his/her authorization of your employment as specified in the Employment Information by signing and dating the Parent/Guardian authorization.
5. **School Record/Issuing Officer Certification** (sections E & F) - **Present the completed certification form to your school district.** A designated school official will review the form and issue the working papers only after being satisfied that the working conditions and hours will not interfere with your education. The official may refuse to issue working papers if such refusal would be in your best interest.*

* See above Executive Order 13 (Murphy) (2020) for temporary instructions.

IMPORTANT INFORMATION

Hours of Work – 14 & 15 Year Olds

- no more than 3 hours a day on a school day
- no more than 18 hours a week during a school week
- may not work before 7:00 am or after 7:00 pm during the school year
- summer vacation: may work up to 8 hours a day, 40 hours a week, and may work up to 9:00 pm with written parental permission (which must be on file with the employer)

Hours of Work – 16 & 17 Year Olds

- no more than 8 hours a day
- no more than 40 hours a week
- may not work before 6:00 am or after 11:00 pm
Exception: may work after 11:00 pm (up to 3 am provided work begins before 11 pm) during regular school vacation and when there is no school the next day with written parental permission (which must be on file with the employer)

Hours of Work – All Minors

- no more than 6 consecutive days
- may not work more than 5 continuous hours without at least a 30-minute meal break

Hours of Work - School-Sponsored Cooperative Education Experiences, Apprenticeships and Paid Structured Learning Experiences - Training site experiences may not exceed five hours on any day that school is in session nor may the combination of school and work exceed eight hours on any day that school is in session.

Prohibited Work– Certain potentially hazardous jobs are prohibited for minors based on the age of the minor. For a complete list of prohibited occupations, visit the Department of Labor and Workforce Development’s website at www.nj.gov/labor and click on *Wage & Hour*.

www.nj.gov/education - New Jersey Department of Education

www.nj.gov/labor (click on *Wage & Hour*) – New Jersey Department of Labor and Workforce

Your Child's Job

A Parent's Guide to Child Labor Laws



NEW JERSEY DEPARTMENT OF

LWD

LABOR AND WORKFORCE DEVELOPMENT
n j . g o v / l a b o r

Working Together
to Keep New Jersey Working

Phil Murphy, Governor
Sheila Oliver, Lt. Governor
Robert Asaro-Angelo, Commissioner



.....

When your teenager gets a job, you may feel both pleased and concerned. On the one hand, you may be pleased to know your child will be learning new skills and self-confidence, and also earning money. Your daughter or son is growing up.

On the other hand, you may worry that the time spent on the job will affect schoolwork and result in low grades. You might be concerned about your child's safety, since teens are more likely than adults to be injured at work.

What can you do to make your teenager's job a positive experience for everyone involved? Child labor laws are designed to protect the health and education of workers under 18 years of age. You can help your child best by knowing what those protections are and how they are enforced.

This booklet details the roles of the school, the employer, and the parent in putting the New Jersey child labor laws to work for you. It explains what to do if an employer puts your child at risk. This information can help you to be one of the more important resources in your child's working life.

The School's Role

Children under 18 years old (minors) who work in New Jersey must have an employment certificate — also called “working papers.”

Your son or daughter can get blank working papers (form A300) online at nj.gov/labor (see back cover for instructions) or from their local school district. Doing seasonal work in a different part of the state? The young worker can get working papers in that town's school district.

A designated school official issues working papers only after being satisfied that the working conditions and hours will not interfere with a student's education or damage a student's health. The official may refuse to issue working papers if such refusal would be in the minor's best interest.

.....

The high school principal signs a statement that "to the best of my knowledge the minor can do the work proposed without impairment of progress in school."

The Physical Exam

The school district is responsible for performing the physical examination at no cost to the minor or minor's parents.

A minor is not required to obtain a physical if the parent or guardian objects (in writing) based on their religious beliefs and practices.

If you prefer that your child be examined by a doctor other than the one employed by the school district, you may do so at your own expense.

Only one physical is required for working papers. A school physical performed during freshman year is good for all four years of high school (unless the school district policy specifies more frequent physicals).



The Employer's Role

The employer completes the Promise of Employment

A prospective employer must take several important steps before hiring a young worker. After the employer and minor discuss the job and agree about duties, pay, and hours, the employer gives a verbal promise of employment. The minor then provides the employer with a working papers form to fill out and sign the Promise of Employment.

On the working papers form, the employer:

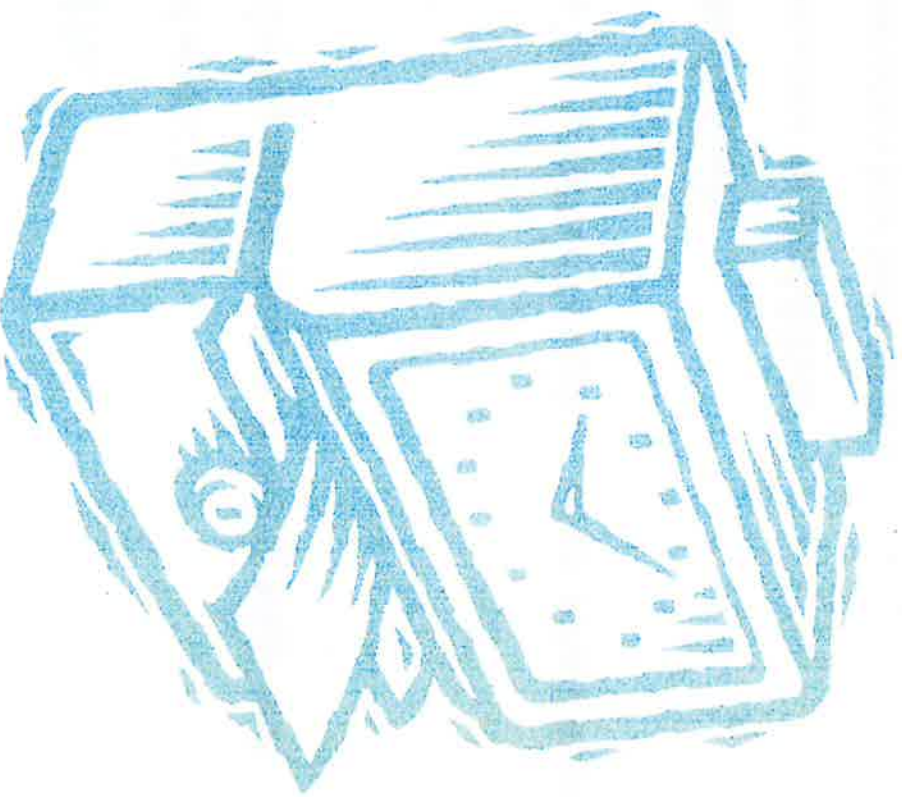
- notes the trade name and address of the location where the minor will actually work
- specifically describes the minor's job/title or the job duties
- approximates the hours and days the minor will work
- indicates if employment is regular (during school year) or vacation (summer)
- notes the rate of pay
- signs and dates the employer section.

.....

The employer must comply with the New Jersey child labor law.

An employer who violates the law risks substantial fines.

Employers sometimes urge minors to "fudge" their time cards to show only permitted hours. They might imply that the minor would be guilty of a child labor violation if their time card showed the true hours. Such employers are violating child labor laws and other wage and hour laws. On page 12 of this booklet we offer suggestions for dealing with this problem.



.....

Employers must know the laws related to:

- keeping records of hours worked and wages paid
- posters (Employers are required to display certain posters detailing wage and hour laws.)
- minimum wage
- meal periods/rest periods
- the number of days or hours minors are permitted to work — when school is in session, or during the summer
- how late at night minors are permitted to work
- what occupations, machinery, or processes are prohibited.

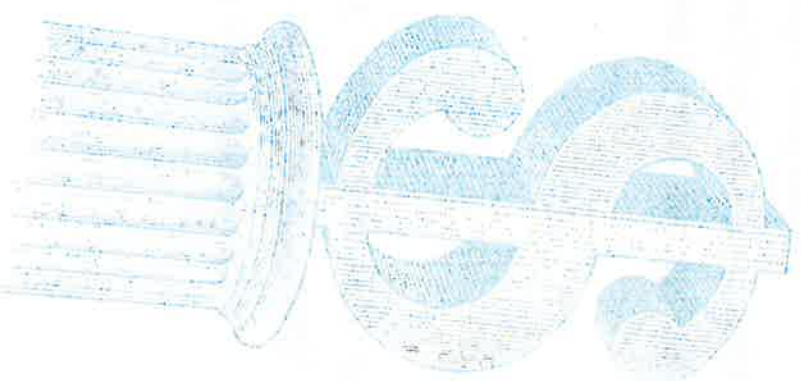
Several free publications provide this information (see back cover).

.....

A minor is entitled to minimum wage in the following industries:

- retail/mercantile
- beauty culture
- laundry/cleaning/dyeing
- light manufacturing/apparel
- first processing of farm products
- hotel and motel
- food service (restaurant).

Certain workplaces are not required to pay minimum wage. Some examples are nursing homes, boardwalk and other seasonal amusements, summer camps, professional offices, and libraries. However, jobs related to food service in any of those places requires payment of minimum wage.



For the current hourly minimum wage, please visit
nj.gov/labor and click on **Wage & Hour**.

Here's a tip!

Where tips are part of the pay, the sum of cash wages plus tips earned in a week, and meal credits (where meals are provided), divided by hours worked during that same week, must amount to at least the minimum wage.

Stop! Don't touch that slicer!

Employers who permit minors to use or work near deli slicers, forklifts, or any of a long list of hazardous machinery or jobs violate child labor laws and risk a young worker's health and safety.

.....

A responsible employer analyzes the tasks that young workers do, and rules out prohibited machinery and processes. Child labor laws require that employers display a poster that lists prohibited occupations. The poster must be displayed on the premises where any minor works.

Construction is a prohibited occupation

Minors may not:

- erect, alter, repair, renovate, demolish, or remove any building or structure;
- excavate, fill, or grade sites
- excavate, repair, or pave roads and highways
- or do any work within 30 feet of these operations.

The Parent's Role

The school plays a role in deciding whether your child can work, and the employer is responsible for complying with labor laws. You have the rights and responsibilities of the parent: oversight, nurture, and protection. You are the final and best word in decisions involving your child's job.

Your child may need your help to produce proof of age. If the school does not have a copy on file, you may be asked to provide a birth certificate, passport, baptismal certificate, or other identification documentation.



Sign on the dotted line ...

The working papers form has space for your signature, name, and address. Legal hours for minors are also specified on the back of the working papers. You may sometimes let your child work later than the time generally allowed by the child labor law.

During the summer when school is not in session, 14 and 15 year olds with written parental permission may work until 9:00 p.m. (the usual is 7:00 p.m.). Under similar circumstances, 16 and 17 year olds may work after 11 p.m. — and in certain jobs after 12 midnight. If you think your child is working too many hours, check the full text of the New Jersey child labor law. (See the back of this booklet for contact information.)

Nobody under 18 may work more than 8 hours in a day, or 40 hours in a week. Even if minors are paid for the overtime, it's still against the law!

If you want to help your child keep track of hours and wages, hang a calendar in a convenient place to record daily work times. Save pay slips and check the hours with the calendar.

Encourage your child to be aware of the laws that protect them.

.....

What if an employer asks your child to work excessive hours or do prohibited work?

If you think the employer is careless or unaware of the law, try discussing your concerns with the employer to resolve the problem without making a formal complaint. Most employers would rather comply with the law than pay the fines for violating child labor laws.

If this approach does not solve the problem, you may file a formal complaint with the government agencies that enforce labor laws. (Phone numbers and addresses are listed on the back of this booklet.) If you file a complaint, you and your child may be asked to submit affidavits and other evidence of your claims.



The Government's Role

State and federal governments enact and enforce labor laws. The Division of Wage and Hour Compliance of the New Jersey Department of Labor and Workforce Development prepared this booklet. We enforce New Jersey laws and regulations concerning child labor, minimum wage, and wage payment.

We also teach people about the laws. We educate employers, school issuing officers, students, and parents by giving presentations and by publishing short, targeted guides. This guide is a brief compilation of information of interest to parents. You can request more information about these laws and regulations from staff at the offices listed on the back of this booklet.



Questions?

Direct any questions or requests for informational materials about
New Jersey child labor laws to:

New Jersey Department of Labor and Workforce Development
Division of Wage and Hour Compliance
P.O. Box 389
Trenton, NJ 08625-0389
Phone (609) 292-2305
FAX (609) 695-1174

on the Web: nj.gov/labor

(click on Wage & Hour, then General Information, and then Child Labor)

Direct any questions about federal child labor laws to the

U.S. DOL Wage & Hour office closest to you:

U.S. Department of Labor
Wage and Hour Division
200 Sheffield St., Suite 102
Mountainside, NJ 07092
(908) 317-8611
www.dol.gov

U.S. Department of Labor
Wage and Hour Division
3131 Princeton Pike
Bldg. 5, Rm. 216
Lawrenceville, NJ 08648
(609) 538-8310