

INSTRUCTIONS FOR A300 COMBINED CERTIFICATION FORM

- 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) - **Bring 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 or damage your health. The official may refuse to issue working papers if such refusal would be in your best interest.

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

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)					
<input type="checkbox"/> Physically Qualified <input type="checkbox"/> 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):					
<input type="checkbox"/> Birth Certificate <input type="checkbox"/> Baptismal Certificate <input type="checkbox"/> Passport <input type="checkbox"/> Other documentary proof in existence for at least one year (specify): _____					
<input type="checkbox"/> 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)			F. Issuing Officer Certification		
School District _____ County _____		School District _____ County _____			
Name of School _____		School District Address _____			
School Address _____		Telephone No. _____			
Last Grade Completed _____		<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: _____			
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 Minor _____ Date _____			
Signature of Principal _____ Date _____		Signature of Issuing Officer _____		Date of Issue _____ Certificate No. _____	