

Work Permit Procedures (Working Papers)

It is important for all students from the ages of 14 to 18 years to know that there are procedures for obtaining NJ working permits. The permit is a paper application that contains all the student's and employer's information along with proper signatures and a "date issued" by the Issuing Officer. Please read the directions below carefully so all permits can be issued in a timely fashion.

INSTRUCTIONS FOR OBTAINING A NEW JERSEY WORK PERMIT

A New Jersey work permit is required if a minor plans on working for an employer in the state of New Jersey. Any minor (14 up to 18 years of age) is required to have a completed Work Permit on file with the employer before they begin work.

A minor cannot apply for a Work Permit until they have received a job offer. This is because the application for a Work Permit requires details from the employer, including the proposed occupation, work description, hours of employments and wages. When the permit is issued it will allow the minor to perform certain and specific duties for a particular employer. If the minor changes jobs, a new work permit must be obtained. The work permit does not expire; however, it is not transferable to another employer or another job with the same employer. The validated work permit, with the Issuing Officer's signature must be in the employer's possession before the minor is permitted to work.

Students can stop by the **Attendance Office** to pick up an Application for Working Papers form. When school is not in session please stop by the **Counseling Department**.

Step by step directions for completing the APPLICATION FOR WORKING PAPERS FOR A MINOR.

- **Section A** The minor completes the top section with their personal information. All spaces are to be filled in, especially the Social Security number.
- **Section B** The minor's *employer* completes and signs the "**Employment Information**" section. Employer must fill in all sections especially the hours working and the wages paid.

The minor's **parent or guardian** signs and dates the application at the bottom of **Section B** after they review the employer's information.

- **Section C** This section is filled out by a **PHYSICIAN**.
- **Section D** When the applicant returns the form to the Attendance Office, they **MUST** bring along a NJ Labor Board approved document showing **DATE OF BIRTH** such as the birth certificate or passport.

- **Section E** Ignore this section if you attend Union High School. If you attend a private school have that school complete **Section E**
- **Section F & Section G** These sections are completed by a person in the Attendance Office.

The minor must sign on the “Signature of Minor” line at the bottom of the form under **Section G**. **This CANNOT be signed until all other sections are completed and must be signed in front of the Attendance person.**

- The completed Working Paper that the minor receives back from the Issuing Officer will then be given to the employer so that the minor can begin their employment.