

## WORKING PAPER INSTRUCTIONS

While schools are closed, we have developed a new remote process for handling working paper requests here at SBHS. All steps must be followed and completed: **(PLEASE PRINT ALL INFORMATION CLEARLY)**

1. Go online to the SBHS website (sbhs.sbschools.org) and then scroll down and find “Remote Working Papers”.

2. Please click the following link to fill out and print the fillable PDF of NJ Working Papers:

[https://www.nj.gov/labor/forms\\_pdfs/wagehour/A300.pdf](https://www.nj.gov/labor/forms_pdfs/wagehour/A300.pdf)

3. Student and Parent/Guardian needs to fill out Section A. completely, including the student’s social security number and signature of parent/guardian with the current date.

4. The employer needs to fill out Section B. completely, including the number of hours the student is working for each day, the “Total Hours for Week”, “Wages: Per Hour”, “Type of Business/Industry”, “Minor’s Job Title”, along with the employer’s signature and current date.

5. The student’s physician’s office will complete Section C. completely. The doctor needs to sign and their address needs to be either stamped or clearly printed out, as well as the doctor’s name if they are in a group.

6. For Section D., a birth certificate or current passport needs to be scanned and attached as a PDF file to your email.

7. Section E. is filled in by me or other authorized personnel.

8. Section F. is filled in by me as well or other authorized personnel, except where the student needs to sign where it says “Signature of Minor” and current date.

9. These two items (birth certificate or current passport-already stated above and working paper form) need to be sent in PDF form. For an Iphone it is done in “NOTES”. For an Android, there are several apps that can be used, such as Adobe Scan or CamScanner.

10. Then please attach to your email both scanned PDF items (birth certificate or current passport and completed working paper form) and send the email to Diane Heyer, [diane.heyer@sbschools.org](mailto:diane.heyer@sbschools.org). She will then review the paperwork and either complete it and email it back, or contact the parent/guardian or student with any issues. **If all this information is NOT completed, the State will reject your application for working papers. Also, a student CANNOT start working until they hand their employer their COMPLETED current working paper or their employer will be contacted by the State of New Jersey.**

11. When the signed form is sent back to you, please print it out and have the student hand it to their employer.

Thank you for your patience and understanding.  
Be healthy and safe!