

WORKING PAPER INSTRUCTIONS

ALL WORKING PAPERS ARE NOW DONE IN-PERSON, NOT ONLINE. STUDENTS MUST COME INTO SBHS TO HAVE THEIR PAPERWORK FILLED OUT. All steps must be followed and completed: **(PLEASE PRINT ALL INFORMATION CLEARLY AS YOUR PAPERWORK NEEDS TO BE APPROVED BY THE STATE OF NJ-DEPARTMENT OF LABOR).**

1. Go online to the SBHS website (sbhs.sbschools.org) and then scroll down and find “Student 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

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” (as of January 1, 2020, the minimum wage is \$12.00 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, and the name of the office.

6. For Section D., a birth certificate or current passport needs to be brought in for proof of student age.

7. Section E. is filled in by me or other authorized personnel unless the working paper is for an out of district student..

8. Section F. is filled in by me or other authorized personnel, except where the student needs to sign where it says “Signature of Minor”/”Date”. The date must be included as well.

9. Please bring in-person to SBHS your birth certificate or current passport and completed working paper form. **STUDENT WORKING PAPERS ARE NO LONGER BEING DONE ONLINE. If all this information is NOT completed, the State will reject your application for working paper. 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.**

***PLEASE SEE OTHER IMPORTANT INFORMATION BELOW**

OTHER 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