

WORK PERMIT INSTRUCTIONS
 NEW JERSEY STATE DEPARTMENT OF EDUCATION
 A 300 COMBINES EMPLOYMENT CERTIFICATE

INSTRUCTIONS ON HOW TO COMPLETE THE WORKING PAPERS - PLEASE PRINT CLEARLY

SECTION A ALL PERSONAL INFORMATION MUST BE COMPLETED BY THE STUDENT AND/OR PARENT

- **THE PARENT MUST SIGN ON THE SIGNATURE OF PARENT/GUARDIAN LINE (REQUIRED TO AUTHORIZE STUDENT EMPLOYMENT)**

SECTION B MUST BE COMPLETED BY THE EMPLOYER
 THE HOURS OF WORK MUST INDICATE THE TOTAL NUMBER OF HOURS (STARTING AND ENDING TIMES) FOR EACH DAY THE STUDENT WILL WORK
 MINIMUM WAGE is \$8.85/HOUR. AS OF JULY 1ST, MINIMUM WAGE WILL BE \$10/HOUR.
 THE EMPLOYER MUST SIGN ON THE SIGNATURE OF EMPLOYER LINE

SECTION C MUST BE COMPLETED BY THE STUDENT’S PHYSICIAN
 THE DOCTOR MUST DATE AND SIGN THE WORKING PAPERS ON THE LINES PROVIDED IN SECTION C
 ALSO THE DOCTOR MUST STAMP HIS NAME, ADDRESS AND TELEPHONE NUMBER ON THE WORK PERMIT

SECTIONS D - F TO BE COMPLETED BY THE ISSUING OFFICER/JOB PLACEMENT COORDINATOR
SECTIONS A, B, & C MUST BE COMPLETED BEFORE RETURNING THE WORKING PAPER TO THE ISSUING OFFICER
WHEN SECTIONS A, B & C ARE PROPERLY COMPLETED BRING THE FORM BACK TO THE WORK PERMIT OFFICE (JOB PLACEMENT) WITH THE FOLLOWING INFORMATION:

1. **YOUR SOCIAL SECURITY CARD**
2. **PROOF OF AGE - one of the following must be provided:**
 - Birth Certificate**
 - Baptismal Certificate**
 - Passport or Passport Card**
 - Drivers License**
 - Permanent Resident/Alien Registration Card**

- ❖ **IF YOUR CHILD DOES NOT ATTEND ONE OF THE JERSEY CITY PUBLIC SCHOOLS – THE WORK PERMIT MUST BE COMPLETED IN WHAT WOULD BE THEIR HOME SCHOOL.**
- ❖ **DURING THE SUMMER VACATION – WORKING PAPERS ARE PROCESSED AT LINCOLN AND/OR MCNAIR HIGH SCHOOLS OR JCBOE. SEE SCHEDULE.**

High School	Job Placement Official	Phone	Email (CTRL + Click)
Dickinson	Greg Tyrka	201-714-4430	gtyrka@jcboe.org
Ferris	Elizabeth Koumis	201-915-6413	ekoumis@jcboe.org
Lincoln	Nadia Jones	201-915-6327	njones1@jcboe.org
Snyder	Hilario Nunez	201-369-3719	hnunez@jcboe.org