

My child is looking for a job. Does he/she need working papers to apply for a job?

No. If your son or daughter is between 14 and 18 years old he/she only needs the work permit application after an employer makes a **verbal promise** to hire them. Your child then applies in person for working papers at the comprehensive high school in your neighborhood. Next, your child brings the working papers to the employer.

In the employment section of the working papers, the employer fills out, signs and dates the Promise of Employment (Section B) with the following information:

- The trade name and address of the business
- Your child’s job/title or the job duties
- Approximates the hours and days your child will work
- Indicates if employment is regular (during school year) or vacation
- The rate of pay

Do I have to sign the work permit application?

Yes. The signature of a parent or guardian is required right below the employer’s signature in **SECTION B**.

Where does my child go to get working papers?

Your child can get working papers from the comprehensive high school located in your neighborhood. Each high school has a designated school official that issues working papers.

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	Cheryl Bishop	201-915-6327	cbishop@jcboe.org
Snyder	Hilario Nunez	201-915-6624	hnunez@jcboe.org

My child attends a private or charter school. How do they get working papers?

Each private and charter school has a designated person, usually a guidance counselor, responsible for processing your child’s work permit. Check with your child’s school.

What if my child is home schooled or out of high school?

Go to the comprehensive high school in your neighborhood for the application. Email or call the designated official.

Does my child need a physical to get working papers?

Yes.

What type of documents must my child have to get a work permit?

Your son or daughter needs to present any one of the following documents as proof of age:

- Birth Certificate
- Baptismal Record
- Passport

Your child should also present their Social Security card.

Does my child need a new set of working papers if they change jobs?

Your son or daughter needs a separate set of working papers for each job they may have.

My child is going to get a job in New York City. Do they still need a set of working papers?

Your child needs to get a New York State employment certificate. The application and instructions are available from the Job Placement Officer at the comprehensive high school nearest your home.

When school is closed for the summer where does my child go to get working papers?

Your son or daughter reports to the Nurse's Office at Public School #11 located on 886 Bergen Avenue. The phone number is 201-915-6544. Please check back for a summer schedule.