

TO: Students Securing Working Papers

FROM: Mr. Wade L. McElheny, Principal

SUBJECT: Employment Hours

Please be advised that students are not permitted to work during school hours if absent or suspended from school.

The school reserves the right to notify employing agencies on those days in which you are absent from school for the reasons cited above.

This information is provided to your attention based on information received from the Department of Labor and Industry.

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WORKING PAPERS

- 1. PARENT/GUARDIAN must complete Section B.**
- 2. STUDENT must return to the guidance office with section B completed on the working paper application.
You must also bring a form of identification that shows your date of birth.**
- 3. GUIDANCE SECRETARY will complete the application form and issue working papers.**

***These steps must be followed to receive working papers.**

APPLICATION FOR WORK PERMIT

PDE-4565 (1/13)

Date of application _____
 Certificate/Permit number _____
 Date issued _____

A. To be completed by issuing officer

Name of minor	Sex _____	Signature of issuing officer
	Color of hair _____	
	Color of eyes _____	

Any physical work restrictions _____ School district - name and address _____

Place of residence	Place of birth
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Date of birth	Evidence of age accepted and filed. Evidence shall be required in the order designated. Cross out all but the one accepted.		
Month	Day	Year	
			a. Transcript of birth certificate b. Baptismal certificate or transcript d. Other documentary evidence e. Affidavit of parent or guardian accompanied by physician's statement of opinion as to the age of the minor c. Passport

B. To be completed by parent or guardian, unless minor is a high school graduate (please attach proof of graduation)

Signature of parent, guardian or legal custodian*	Name and address of parent, guardian or legal custodian
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Commonwealth of Pennsylvania - Department of Education

*In lieu of a signature under clause (B), the applicant may execute a statement before a notary public or other person authorized to administer oaths attesting to the accuracy of the facts set forth in the application on a form prescribed by the department. The statement shall be attached to the application.