

## STATE REGULATIONS GOVERNING THE EMPLOYMENT OF MINORS

Age	School in Session	Maximum Dai- ly Hours	Maxi- mum Weekly Hours	Maxi- mum Days Per Week	Permitted Hours
14-15	Yes	3 hrs school day 18 hrs other days	18	6	7 am—7 pm
14-15	No	8 hrs any day	40	6	7 am—9 pm
16-17	Yes	4 hrs day before school day	28	6	6 am—10 pm
16-17	No	8 hrs any day	48	6	6 am— midnight

In order for a 16 or 17 year old student to work past 10 pm on school nights, the following regulations apply:

- () Parents or guardians must provide the student's employer with written consent
- () The school must certify that the student is maintaining satisfactory academic standing.

IT IS IMPORTANT TO NOTE THAT IT IS THE STUDENT'S RESPONSIBILITY TO OBTAIN SCHOOL AND PARENTAL CONSENT. IT IS THE EMPLOYER'S RESPONSIBILITY TO MAINTAIN THIS INFORMATION.

## Instructions for Obtaining Working Papers

**Guidance Office  
Plainview Old Bethpage  
John F. Kennedy High School  
50 Kennedy Drive  
Plainview, NY 11803  
(516) 434-3150**

## INSTRUCTIONS FOR OBTAINING WORKING PAPERS

It is only necessary to complete Part I and the Medical Form.  
**Please note: If the medical form is signed by your own doctor — a signature and doctor's stamp is required!** Return the completed forms to the Guidance Office for processing.

Complete PART I of Form AT-17 — Parental Consent must be signed by parent or guardian. Parent need not be present with student at issuing office. Student must sign certificate in person at issuing office.

PART II — Evidence of Age is required: i.e., birth certificate, baptismal certificate, passport, driver's license. If the applicant is a student currently enrolled in one of our district schools, Evidence of Age is waived as it has already been documented.

PART III—Certificate of Physical Fitness If student has had a school or sports physical within the past 12 months, the school nurse will be able to provide proof of the physical.

In all other cases, student must have Required NYS School Health Examination Form, completed and signed by his/her own physician.

**NOTE:** The certificate may be used for an unlimited number of successive job placements. Your employer is required to return the certificate to you upon termination of your employment.

The Physical Fitness Certification is valid for 12 months prior to the issues of the employment certificate.

Working papers are issued during school days in the Guidance Office, Plainview-Old Bethpage John F. Kennedy High School, Monday through Friday 8:00 a.m. to 3:15 p.m. During the summer and on school holidays, call for hours.

Late passes will not be issued to any student who comes to the Guidance Office during a class. Students are welcome before their classes begin, during breaks or after classes.

*Laurie B. Lynn*

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Director of Guidance