

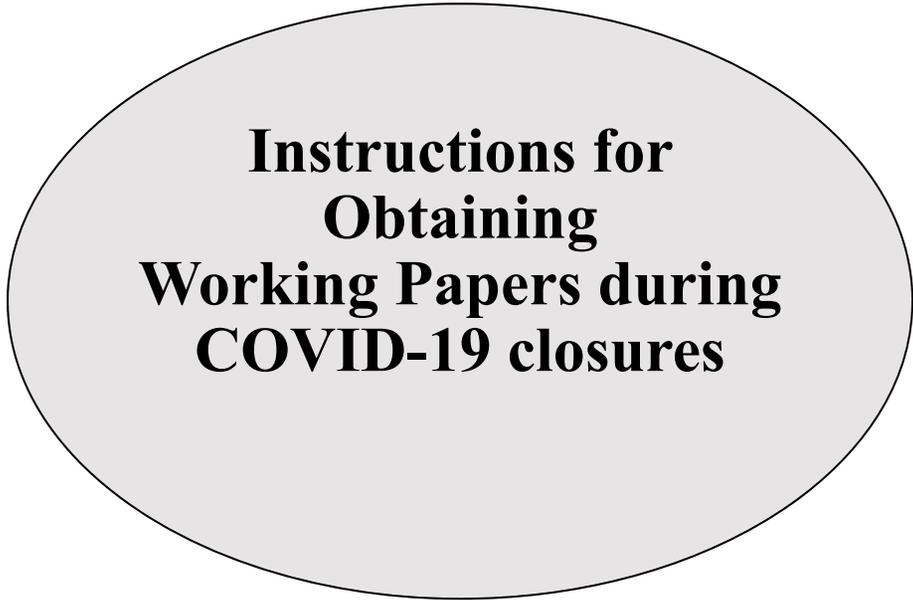
**STATE REGULATIONS GOVERNING  
THE EMPLOYMENT OF MINORS**

Age	School in Session	Maximum Daily Hours	Maximum Weekly Hours	Maximum 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 during  
COVID-19 closures**

**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!**

**DURING SCHOOL CLOSURES DUE TO COVID-19, THE FOLLOWING ALTERNATIVE PROCESS WILL BE USED TO OBTAIN WORKING PAPERS.**

Student and Parent/Guardian must download Form AT-17 Application for Employment Permit and complete Part 1 of the form. The application forms allows you to complete and digitally sign once you click: *"fill out and sign"*. On chromebooks, click the *pencil in the upper right corner* to edit and sign. The completed form and proof of a current physical (within the past 12 months) can then be emailed to [lsperry@pobschools.org](mailto:lsperry@pobschools.org).

Ms. Sperry will respond to your email to schedule a video call once she has received both documents. During this video call, Ms. Sperry will review the next steps with you. After the video call your working permit will be mailed to the student's home address. **The permit must be signed by the student upon receipt.**

PART I – Parental Consent must be signed by parent or guardian.

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. Please provide proof of student physical from your doctor's office or have your doctor complete Form AT-16 *Physical Fitness Certification*.

**NOTE:** The certificate is valid for two years and 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.

*Laurie B. Lynn*

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Director of Guidance