



Bureau of Labor Law Compliance - Working Papers

Applications available in Guidance

- You **must** be 14 years of age to apply for working papers.
- To request your papers you need to come into the guidance.
- At that time an **Application for Employment Certificate or Transferable Work Permit** will be completed.
- The following information is needed:

Part A	Name of Minor	Sex	Color of Hair
	Color of Eyes	Place of Residence	Date of Birth

When all that information is documented, the applicant will be informed that he/she needs to have their part of the application completed.

- Part B Signature of Parent, Guardian or Legal Custodian and address
- Part C Part to be filled out by the Prospective employer
- Part D A physical examination is needed. The physician completes this section.

When all information on the application is complete the student needs to bring the application to the guidance office to receive their working papers.

- A 14 and 15 year old will receive a **YELLOW PDE 4502 (10/91) Vacation Employment Certificate**. In order for it to be completed, additional information is needed:
Students place of Birth – City – State and Signature of Minor

Hours of employment – Maximum 3 hours on school days

Maximum 18 hours per week

May not work after 7 p.m. or before 7 a.m.

Summer Vacation - Maximum 8 hours per day,
40 hours per week.

A 16 – 18 year old will receive a **BLUE PDE -4566 (12/89) Transferable Work Permit**

In order for it to be completed, additional information is needed:

Students place of Birth – City – State

Signature of Minor

General Employment – Entitles a minor, 16-18 years of age, to work during the entire year and at any time of day to a maximum of eight hours per day and 44 hours per week.

Vacation Employment – Entitles a minor, 16-18 years of age to work on any day except at such times when a minor is required to attend school. (Minors under 16 years of age may not be issued a Transferable Work Permit.)

This permit should remain in the custody of the minor employee.