

#### **34:2-21.8. Issuance of certificates; prerequisites**

The issuing officer shall issue such certificates only upon the application **in person** of the minor desiring employment, and after having approved and filed the following papers:

(1) A promise of employment signed by the prospective employer or by someone duly authorized by him, setting forth the specific nature of the occupation in which he intends to employ such minor, the wage to be paid such minor, and the number of hours per day and days per week which said minor shall be employed.

**A300 Combined Certification Form**

Date(s) of previously issued certificates (if applicable): \_\_\_\_\_

☐ Cooperative Education Experience (CEE) - Hazardous Occupation☐ CEE - Non-Hazardous Occupation☐ Paid Structured Learning Experience

<b>A. Minor's Personal Information</b>							
First Name _____ M.I. _____ Last Name _____			Social Security No. _____				
Street Address (Line 1) _____		Floor/Apt. No. (Line 2) _____		Date of Birth _____	Age _____ City of Birth _____		
City _____	State _____	Zip Code _____	County of Birth _____		State/Country of Birth _____		
Telephone No. _____		Cell/Alternate No. _____		<input type="checkbox"/> Male Height _____ Hair Color _____	<input type="checkbox"/> Female Weight _____ Eye Color _____		
Parent/Guardian First Name _____		Parent/Guardian Last Name _____		Distinguishing Facial Marks (if applicable) _____			
Parent/Guardian Address (if different than minor's address) _____			Floor/Apt. No. (Line 2) _____				
City _____		State _____		Zip Code _____			
Parent/Guardian Telephone No. _____		Alternate Telephone No. _____		I hereby authorize the employment of my child as specified below under Employment Information.  _____ Signature of Parent/Guardian _____ Date _____			
<b>B. Employment Information</b>							
Employer Business Name _____			Type of Business/Industry _____				
Street Address (where minor will be employed) _____		Floor/Suite (Line 2) _____		Minor's Job Title (Be specific) _____			
City _____	State _____	Zip Code _____	Is liquor sold on the premises? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Contact Person Name _____			If Yes, are the entire premises licensed? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Telephone No. _____			If No, describe what areas of the premises are licensed, including any outside grounds: _____				
Alternate Telephone No. _____							
Minor's Hours of Work (Provide daily hours and/or start and end times)			<b>Promise of Employment:</b> I have offered employment to the above named minor for the hours stated. I understand that these hours may be flexible but may not exceed the number of hours permitted by law according to the age of the minor.  _____ Signature of Employer _____ Date _____				
Mon _____	Tues _____	Wed _____				Thurs _____	Fri _____
Sat _____	Sun _____	Total Hours for Week: _____					
Wages: Per Hour _____ Weekly _____ Other _____							
<b>C. Physician's Certification</b> (to be completed by licensed physician): I hereby certify that I have examined the above named minor on _____ and I designate the minor's physical qualifications regarding the above promise of employment as: _____ (Date)							
<input type="checkbox"/> Physically Qualified <input type="checkbox"/> Physically Qualified with the following limitations _____							
Signature of Doctor _____		Date _____		Address _____			
<b>D. Proof of Age</b> (for Issuing Officer): I have examined the proof of age submitted by the above named minor which was in the form of (select one):							
<input type="checkbox"/> Birth Certificate <input type="checkbox"/> Baptismal Certificate <input type="checkbox"/> Passport <input type="checkbox"/> Other documentary proof in existence for at least one year (specify): _____							
<input type="checkbox"/> Affidavit of Parent/Guardian together with 1) physician's statement of opinion as to age of minor, and 2) school record of age and the above date of birth							
<b>E. School Record</b> (to be completed by school that the minor attends)			<b>F. Issuing Officer Certification</b>				
School District _____		County _____		School District _____ County _____			
Hanover Park Regional High School District		Morris		Hanover Park Regional High School District Morris			
Name of School _____		School District Address _____					
Hanover Park High School		75 Mount Pleasant Avenue, East Hanover, NJ 07936					
School Address _____		Telephone No. _____					
63 Mount Pleasant Avenue, East Hanover, NJ 07936		(973) 887-0300					
Last Grade Completed _____		<input type="checkbox"/> Regular Employment Certificate <input type="checkbox"/> Vacation Employment Certificate (summer & other school vacations) <input type="checkbox"/> Age Certificate (issued to persons 18 to 21 years of age) Age: _____					
The above named minor attends school in this district and has completed the work of the above grade. To the best of my knowledge the minor can do the work proposed without impairment of progress in school.							
Signature of Principal _____		Date _____		Signature of Minor _____ Date _____			
				Signature of Issuing Officer _____ Date of Issue _____ Certificate No. _____			

## INSTRUCTIONS FOR A300 COMBINED CERTIFICATION FORM

1. **Employment Information** (section B) – After you have completed your personal information (section A), bring your certification form to the employer. The employer completes the Employment Information and signs and dates the Promise of Employment. If any of the employment details have been pre-filled and are incorrect, the employer must cross out the incorrect information and enter, initial and date the corrections.
2. **Physician's Certification** (section C) – The school district is responsible for performing the physical examination at no cost to you or your parents. A school physical (including a sports physical) performed during freshman year is good for all four years of high school (unless the school district policy specifies more frequent physicals).  
  
If your parent/guardian prefers that you be examined by a doctor other than the one employed by the school district, you may do so at your parent/guardian's expense. A minor is not required to obtain a physical if the parent/guardian objects (in writing) based on their religious beliefs and practices.
3. **Proof of Age** (section D) – If the school does not have a copy on file, you may be asked to provide a birth certificate, passport, baptismal certificate or other identification documentation to the School Issuing Officer.
4. **Parent/Guardian Authorization** (section A) – Your parent/guardian must indicate his/her authorization of your employment as specified in the Employment Information by signing and dating the Parent/Guardian authorization.
5. **School Record/Issuing Officer Certification** (sections E & F) - **Bring the completed certification form to your school district.** A designated school official will review the form and issue the working papers only after being satisfied that the working conditions and hours will not interfere with your education or damage your health. The official may refuse to issue working papers if such refusal would be in your best interest.

### IMPORTANT INFORMATION

#### **Hours of Work – 14 & 15 Year Olds**

- no more than 3 hours a day on a school day
- no more than 18 hours a week during a school week
- may not work before 7:00 am or after 7:00 pm during the school year
- summer vacation: may work up to 8 hours a day, 40 hours a week, and may work up to 9:00 pm with written parental permission (which must be on file with the employer)

#### **Hours of Work – 16 & 17 Year Olds**

- no more than 8 hours a day
- no more than 40 hours a week
- may not work before 6:00 am or after 11:00 pm  
Exception: may work after 11:00 pm (up to 3 am provided work begins before 11 pm) during regular school vacation and when there is no school the next day with written parental permission (which must be on file with the employer)

#### **Hours of Work – All Minors**

- no more than 6 consecutive days
- may not work more than 5 continuous hours without at least a 30-minute meal break

**Hours of Work - School-Sponsored Cooperative Education Experiences, Apprenticeships and Paid Structured Learning Experiences** – Training site experiences may not exceed five hours on any day that school is in session nor may the combination of school and work exceed eight hours on any day that school is in session.

**Prohibited Work**– Certain potentially hazardous jobs are prohibited for minors based on the age of the minor. For a complete list of prohibited occupations, visit the Department of Labor and Workforce Development's website at [www.nj.gov/labor](http://www.nj.gov/labor) and click on *Wage & Hour*.

[www.nj.gov/education](http://www.nj.gov/education) – New Jersey Department of Education

[www.nj.gov/labor](http://www.nj.gov/labor) (click on *Wage & Hour*) – New Jersey Department of Labor and Workforce

## LISTS OF ACCEPTABLE DOCUMENTS

All documents must be **UNEXPIRED**

Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address.	1.	A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of Birth Abroad Issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport, and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. Native American tribal document
		6. Military dependent's ID card		6. U.S. Citizen ID Card (Form I-197)
		7. U.S. Coast Guard Merchant Mariner Card		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		8. Native American tribal document		8. Employment authorization document issued by the Department of Homeland Security
		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI				

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to Section 2 of the Instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.