WORKING PAPERS

1. You **MUST** have a job to get working papers.
2. Pick up Working Papers from the MLHS Guidance Office or download from [www.mlschools.org/guidance/working](http://www.mlschools.org/guidance/working) papers.
3. Fill out information as follows:

* **Student** completes **Section A and** signs in **Section G.**
* Have your **Employer** fill out **Section B**. Make sure the employer fills out completely, especially the salary and hours information, and signs the form.
* **Parents** sign in **Section B** under employer signature.
* The **student’s doctor** must fill out **Section C** and sign. If the student has a sports physical on file, the MLHS Nurse can complete this section.

1. **Once the above information is completed**, the form should be dropped off in the Guidance Office, Monday – Friday between the hours of 7:00 am and 3:00 pm. Students should also attach a copy of his/her birth certificate or passport as proof of age. Forms will be completed and available for pickup 24 hours after being dropped off. Please check our school website for summer hours.

**Sections D, E, F and G** will be completed by school personnel and returned to you.

1. **Once all sections are complete**, the student will receive the white copy of the form to give to their employer, Guidance Departments keeps pink copy and the yellow copy is mailed to:

Division of Wage and Hour Compliance

New Jersey Department of Labor

PO Box 389

Trenton, NJ 08625-0389

Website: <http://lwd.dol.state.nj.us/labor/index.html>