

Obtaining Working Papers with Mrs. Breck
(High School Attendance Office)
(HOURS: 7:30 a.m. – 2:30 p.m.)

Working Papers

The following certificates are granted:

1. *Non-factory Employment Certificate* – Valid for lawful employment of a minor 14 or 15 years of age when school is not in session and during vacation periods. A certificate is good for a period of two years.
2. *Student General Employment Certificate* – Valid for lawful employment of a minor 16 or 17 years of age when school is not in session and during vacation periods.
3. *Full Time Employment* – Valid for lawful employment of a minor 16 or 17 years of age who is not attending day school.
4. *Newspaper Carrier Certificate* – Issued for ages 12-17 years of age for delivering papers.
5. *Farm Work Permit* – Valid for the employment of a minor 14-17 years of age.
6. *Farm Work Permit – Special* – Valid for the employment of a minor 12 or 13 years of age to engage in the occupation of hand harvesting, berries, fruits, and vegetables.
7. *Limited Employment Certificate* – Valid for a period not to exceed **six (6) months** from date of issuance.

Procedure for Obtaining Working Papers with Mrs. Breck:

1. Obtain application and physical form from the high school Attendance Office (Mrs. Breck).
2. Complete the application blank that requires:
 - a. Signature of a parent or guardian
 - b. Completed physical form
3. Return completed application to high school Attendance Office with completed physical form.
4. Once you have returned the completed application you will receive the working permit. The student needs to sign it in the presence of office personnel.
5. Instruct your employer to keep your employment certificate and return it to you upon termination of employment.