

BLACK HORSE PIKE REGIONAL SCHOOL DISTRICT
HIGHLAND REGIONAL HIGH SCHOOL
BLACKWOOD, NEW JERSEY

Issuing Office for Residents of Gloucester Township Working in New Jersey Only

INSTRUCTIONS

PLEASE NOTE: STUDENTS MUST BE CURRENTLY PASSING ALL SUBJECTS OR WORKING PAPERS MAY NOT BE ISSUED.

*STUDENT: Please complete the personal information in Section A.

*PARENT: Please sign the last line in section A. (*Signature of Parent/Guardian*)

*EMPLOYER: Employer must complete the employment information in Section B. Please be specific about hours and include employer signature. Please fill in all blanks.

*PHYSICIAN: To be completed by a licensed physician. If the student has had a physical by his/her doctor and the school has a copy on file, the school nurse may complete this section.

*PROOF OF AGE: School will complete this section. If you are **not** a Highland student please bring an original birth certificate, baptismal certificate, or passport with you.

***When all of the above sections have been completed, please return the form to the Main Office at Highland High School.**

SCHOOL: Section E will be completed by the Main Office at Highland High School. If you are **not** a student at Highland, this section is to be completed by the Principal of the school where the applicant is currently a student.

ISSUING OFFICER CERTIFICATION: Section F to be completed by Highland High School. These papers are not valid unless signed by the Issuing Officer.

SIGNATURE OF MINOR: Do not sign the papers until they are completed by our office and you are in our presence. Student must be present in order for school to sign working papers.

PLEASE NOTE: THE STATE LAW OF NEW JERSEY PROVIDES:

Minors under the age of 16 are limited to 3 hours per day, 18 hours per week when school is in session. Minors under the age of 16 may not work before 7 am nor after 7 pm.

Minors 16-18 years old may not work before 6 am nor after 11 pm when school is in session.

HOURS FOR COMPLETION ARE 8 AM – 3:30 PM

For more information, please call 856-227-4100 ext. 4000