

Franklin Township Public Schools

FRANKLIN HIGH SCHOOL

500 Elizabeth Avenue
Somerset, New Jersey 08873-5200
Phone : (732) 302-4200
Fax : (732) 302-4212

New Jersey law requires **employment certificates** or special permits for the employment of any minor up to 18 years of age. The **only exception** is for work in agricultural occupations for which a special permit is required only up to 16 years of age.

Instructions for completing the Certification Form:

1. **Section A: PERSONAL INFORMATION** must be fully completed.
2. **Section B: EMPLOYMENT INFORMATION** must be completed and signed by Employer. *Be sure to include SIGNATURE OF PARENT at the bottom of this section.
3. **Section C: PHYSICIAN'S CERTIFICATION** must be completed and signed by physician (or school nurse if you are an athlete.) Certification renewals DO NOT require this section to be completed.
4. **Section D: PROOF OF AGE** must be submitted with completed Certification Form. Only ONE proof of age is required. See Form for document details.
5. **Section F: SCHOOL RECORD** must be completed by the high school you attend, including Principal's signature.
6. **Section G: ISSUING OFFICER CERTIFICATION** will be completed by Franklin High staff. *Be sure to include SIGNATURE OF MINOR at the bottom of this section.

After your first New Jersey "working papers" have been approved by the Labor Department only a new **Promise of Employment** is required for each change of job thereafter, until the age of 18, at which time your employer may request an age certificate likewise obtained from the issuing officer of Franklin High School.

If you have any questions, please visit the website:

http://lwd.state.nj.us/labor/forms_pdfs/lse/mw-373.pdf or call our office: 732-302-4200 ext. 6129 and ask for Evelyn Pemberton