

Working Paper Instructions

Working papers are required for employed students from the ages of 14 through 18.

Section A Personal Information	All information in this section is to be filled out completely by the applicant. This must include your social security number and parent / guardian signature.
Section B Employment Information	The employer must complete all information including total hours of work and wages and sign.
Section C Physician's Certification	You need to have your physician fill out section C and sign where indicated. If you have an athletic physical on file at school, have the nurse fill out section C. Please note that once you have a physical for working papers, it is good for 4 years. In order to skip this step, notify us of the date of your last set of approved working papers. If you do not have this information, you must have the doctor's office complete.
Section D Proof of Age	You must provide proof of age ONLY if you do NOT attend Southern Regional.
Section E School Record	To be completed by the school the minor attends ONLY if you are working during the school year. For summer employment, this section will be stamped "complete" when presented to the guidance office.
Section F Issuing Officer Certification	Student/minor must sign

When the above is complete please return the form to the Southern Regional School District Guidance Department for certification. State law requires all information must be complete before working papers are issued.

High School Student: 600 N. Main St. (Rt. 9), Manahawkin (609) 597-9481 ext. 4316
Middle School Students: 75 Cedar Bridge Rd., Manahawkin (609) 597-9481 ext. 4233

HOURS: 7:00 a.m. – 3:00 p.m. Monday – Friday when school is in session
7:00 a.m. – 3:00 p.m. Monday – Thursday during the summer

[Labor Laws for Young Workers](#)

[NJ A300 Combined Certification Form \(working paper\)](#)