

WORKING PAPER INSTRUCTIONS

**** Sections A,B, and C must be completed IN FULL before sending to the Guidance Office**

- **A. Personal Information – To be filled out by you.**
(Your social security number is required).
- **B. Employment Information – To be completed by employer.**
(Make sure your parent signs at the bottom of this section).
- **C. Physician's Certification – To be completed by licensed physician.**
If you have a physical or sports physical on file at High Point you can bring your working papers to the nurse and she can validate this section. If you do **not** have a physical on file at High Point you will need to get a physical to validate your working papers. **Physicals must be current (within the last year).** Please make sure you have a High Point physical form before going to the doctor of your choice. This form will be put in your file at High Point and can be used if you get another job.
- **D. Proof of Age – To be completed by issuing officer.**
If you do **not** attend HPRHS you must have one of the documents listed when you bring your form in to have it signed by Mrs. Stohr in the Guidance Office.
- **E. Age Certificate – Leave this section blank.**
- **F. School Record – to be completed by school that the minor attends.**
- **G. Issuing Officer Certification – to be completed by Mrs. Stohr in Guidance (signature of minor is also needed in this section).**

*****All above information must be completed and scanned to kvandergroef@hpregonal.org Mrs. VanderGroef will sign and validate your working papers and send back to you via e-mail.**

If you have any additional questions about completing this form please contact Mrs. Karen VanderGroef in the Guidance Office at (973) 875-3101 ext. 1280.