

# Working Papers

## Important Note

Anyone can pick up this application, but the **applicant must appear in person to sign and receive the certificate**

## Types of Working Papers

**Student Non-Factory Employment Certificate (AT-18)** for minors ages 14 and 15 (blue paper)

**Student General Employment Certificate (AT-19)** for minors ages 16 and 17 (green paper)

**Farm Work Permit (AT-25)** for minors ages 12 and 13

**Newspaper Carrier Permit (AT-23)** for minors ages 11 to 18 (buff paper)

Employment Certificate (Working Paper) application has 2 parts. Follow the directions exactly. When this application is completed, bring it to the Counseling Center secretary for your working papers.

### Application for Employment Certificate (AT-18)

1. Use **Application Form AT-17**
2. **Part 1** – Fill in Name, Age, and Home Address. Check off which certificate you are applying for. Have parent or guardian sign.
3. **Part 2** – If you are **not** a Hamburg Middle or Hamburg High School student you need to show proof of birth date.
4. **Disregard Parts III, IV, V, VI**
5. Complete **Physical Fitness Certification Form** (below)

### Application for Special Occupation Permits (Farm Work, Newspaper Carrier/Child Model)

1. Use **Application Form AT-22**
2. **Part 1** – Fill in Name, Age, and Home Address. Check off which certificate you are applying for. Have parent or guardian sign.
3. **Part 2** – If you are **not** a Hamburg student you need to show proof of birth date.
4. Complete **Physical Fitness Certification Form** (below). Not required for Newspaper Carrier permit

### Physical Fitness Certification Form

1. **Fill out top 2 lines** (Name, Address, Date of Birth, Sex)
2. **The school nurse or your personal physician must complete section A.**
  - a) If you attend Hamburg Middle or Hamburg High School and you have had a school physical **within the last year**, the school nurse can sign Section A (During the summer, when the nurse is not at school, the Counseling Center secretary can look up the record and sign Section A) If you have not had a school physical in the past year, take the form to your doctor to complete.