

**DIRECTIONS FOR OBTAINING WORKING PAPERS**

**Fill in Parts I and II of APPLICATION FOR EMPLOYMENT CERTIFICATE form and have your parent or guardian sign it.**

**Fill in top part of PHYSICAL FITNESS SECTION (page 2) - This part is to be completed by the school doctor or your own doctor at your expense. You must have a current physical on file (less than one year old) in order to qualify for working papers. If your own doctor signs the physical form, please ask him to use his official stamp.**

**For the school doctor's signature, SEE THE SCHOOL NURSE...**

**After you have your physical form signed and a parent's signature on the application form, bring the papers back to the Guidance Office. When your papers have been checked by the secretary there, she will issue you the EMPLOYMENT CARD. You must sign the card in the presence of the secretary.**

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**There are additional requirements for full-time papers, and for students not attending Connetquot High School.**

**For Full-time papers: Parents or guardians must appear at the High School to sign the application.**

**Students not attending Connetquot High School must bring the following: a Birth Certificate, Proof of Residency, a photo ID, and the application including the medical form signed by the school nurse or your physician (the medical exam must be within a year).**