

DIRECTIONS FOR OBTAINING WORKING PAPERS

Form AT-17 APPLICATION FOR EMPLOYMENT CERTIFICATE

- 1. Fill out Part I in full and have Parent or Guardian sign.**
- 2. Fill in Date of Birth in Part II.**
- 3. Fill in Date of Physical Exam in Part III if a current physical is on file with the school. If physical is over 12 months old, Form AT-16 must also be completed by either your own physician or the school physician. SEE THE SCHOOL NURSE FOR AN APPOINTMENT WITH THE SCHOOL PHYSICIAN. Your own doctor must use their official stamp on the form AT-16. Form AT-16 will be returned to you after reviewed.**
- 4. All completed forms should be submitted to any secretary in the High School Counseling Dept. who will issue the Employment card after reviewing the paperwork. You must sign the Employment card in front of the secretary.**
 - Students ages 14 – 15 will receive a blue card**
 - Students ages 16 – 17 will receive a green card**

A duplicate employment card can only be issued within 1 year of the original application, only 1 duplicate card can be issued.

A new application and Form AT-16 is required if the original is more than a year old or a duplicate has already been issued.

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FOR FULL TIME EMPLOYMENT: For minors not attending day school Form AT-17 must be filled out with the following exceptions:

- 1. Part I – Parent or Guardian must sign application in person.**
- 2. Part II – Proof of age must be presented.**
- 3. Part IV – Pledge of employment must be completed by your prospective employer.**

Form AT-16 must be completed by your physician with their official stamp on the form. This form will be returned to you after review.

An orange card will be issued. You must sign card in person.

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FOR STUDENTS NOT ATTENDING CONNETQUOT HIGH SCHOOL –

Follow procedures above, Parent or Guardian must be present and the following documents are required: Form AT-17, Birth Certificate, Proof of Residency, photo ID, and Form AT-16 completed by your physician including an official stamp. Card will be issued after all required documentation is reviewed. Card must be signed in person.