

Mount Vernon City School District Student Services

Procedures of Issuance of Student Employment Certificates

1. Mount Vernon City School District issues employment certificates to minors ages 14 through 17 years old.
2. If the student is not a High School Graduate: The student's parent/legal guardian must complete fully and sign Part 1 of the attached Application for Employment Certificate. **An incompleteness of Part 1 of the application will not be accepted.**
3.
 - (a) The school nurse or the student's physician must complete the attached Physical Fitness Form.
 - (b) The raised seal or stamp of the school nurse or medical doctor must be affixed to the Physical Fitness Form.
 - (c) The date of the physical must not be over twelve (12) months.
4. Submit your completed application and Physical Fitness Certification along with the following:
 - a) **Birth Certificate or Passport, b) Social Security Card & c) Student School ID Card**
[If your Social Security Card is unavailable, then a computer printout with the number on it from the Social Security Office is acceptable]
5. For issuance of a **full time employment** certification: If the student is not a High School Graduate his/her parent must personally appear at the Board of Education. The student must also submit: (a) a pledge of Employment signed by the prospective employer and (b) a Schooling record.
6. All students must be present to sign the Working Paper Card.
7. **If student does not attend a school within the Mt. Vernon City School District, you must provide the most recent utility bill with your current address.**

*Applications are only processed at the Education Center located at 165 North Columbus Avenue
Tuesday, Wednesday & Friday from 2:45pm – 3:45pm*

	Maximum Daily Hours	Maximum Weekly Hours	Maximum Days per Week	Permitted Hours
Minors 14-15 yrs. old when school is in session	3 hours – School Day 8 hours – other days	18	6	7am – 7pm
Minors 14-15 yrs. old participation in a Supervised Work Study Program when School is in session	3 hours – School Day 8 hours – other days	23	6	7am – 7pm
Minors 14-15 yrs. old participating in a Supervised Work Study Program when school is NOT in session	8 hours any day	40	6	7am – 9pm
Minors 16-17yrs. old when school is in session [In order to work past 10pm on nights before a School day, both school and parental consent will be required] [For work past 10pm on a night before a non-school day, only parental consent will be required]	4 hours – School days 8 hours – before non-school day, Sunday and holidays	28	6	6am – 10pm
Minors 16-17 years old when school is NOT in session	8 hours any day	48	6	6am – 12am
Minors 11-17 years old delivering Newspapers	4 hours when school is in session			

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY, NY 12234

APPLICATION FOR EMPLOYMENT CERTIFICATE

See reverse side of this form for information concerning employment of minors.

All signatures must be handwritten in ink, and applicant must appear in person before the certifying official.

PART I – Parental Consent – (To be completed by applicant and parent or guardian)

Parent or guardian must appear at the school or issuing center to sign the application for the first certificate for full-time employment, unless the minor is a graduate of a four-year high school and presents evidence thereof. For all other certificates, the parent or guardian must sign the application, but need not appear in person to do so.

Date.....

I, Age

[Applicant]

Home Address, apply for a certificate as checked below
[Full Home Address including Zip Code]

- Nonfactory Employment Certificate – Valid for lawful employment of a minor 14 or 15 years of age enrolled in day school when attendance is not required.
- Student General Employment Certificate – Valid for lawful employment of a minor 16 or 17 years of age enrolled in day school when attendance is not required.
- Full-Time Employment Certificate – Valid for lawful employment of a minor 16 or 17 years of age who is not attending day school.

I hereby consent to the required examination and employment certification as indicated above.

.....
[Signature of Parent or Guardian]

PART II – Evidence of Age – (To be completed by issuing official only)

..... – Check evidence of age accepted – Document # (if any)

[Date of Birth]

Birth Certificate State Issued Photo I.D Driver's License Schooling Record Other.....
[Specify]

PART III – Certificate of Physical Fitness

Applicant shall present documentation of physical exam from a school or private physician, physician's assistant or nurse practitioner licensed to practice within New York State. Said examination must have been given within 12 months prior to issuance of the employment certificate. Date of physical exam on file with school If physical exam is over 12 months, provide student with certificate of physical fitness to be completed by school medical director or private health care provider.

If the physical exam or Certificate of Physical Fitness is limited with regards to allowed work/activity, the issuing official shall issue a Limited Employment Certificate (valid for a period not to exceed 6 months unless the limitation noted by the physician is permanent, then the certificate will remain valid until the minor changes jobs. Enter the limitation on the employment certificate. THE PHYSICIAN'S CERTIFICATION SHOULD BE RETURNED TO THE APPLICANT.

PART IV – Pledge of Employment – (To be completed by prospective employer)

Part IV must be completed only for: (a) a minor with a medical limitation; and (b) for a minor 16 years of age or legally able to withdraw from school, according to Section 3205 of the Education Law, and must show proof of having a job.

The undersigned will employ residing at

[Applicant]

as at

[Description of Applicant's Work]

[Job Location]

for days per week hours per day, beginning a.m. p.m.

..... ending..... a.m. p.m.

[Name of Firm]

Nonfactory

[Address of Firm]

..... Starting date
[Telephone Number] [Signature of Employer]

PART V – Schooling Record – (To be completed by school official)

Part V must be completed only for a minor 16 years of age who is leaving school and resides in a district (New York City and Buffalo) which require a minor 16 years of age to attend school, according to Section 3205 of the Education Law.

I certify that the records of
[Name of School] [Address]

Show that whose date of birth is

[Name of Applicant]

Is in grade.....
[Signature of Principal or Designee]

PART VI – Employment Certification – (To be completed by issuing official only)

Certificate Number Date Issued

[School or Issuing Center]

[Address]

[Signature of Issuing Officer]

THIS APPLICATION DOES NOT AUTHORIZE EMPLOYMENT

AT-16

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
Albany, New York 12234

PHYSICAL FITNESS CERTIFICATION

(Name of Applicant)

(Address)

(Date of Birth)

Male

Female

INSTRUCTIONS TO PHYSICIAN:

Complete Part A unless certificate is limited --in which case complete Part B

A. I hereby certify that I have examined the above-named applicant and find he/she is physically qualified for lawful employment.

(Date of Physical)

(Signature of Physician)

(Address of Physician)

B. I hereby certify that I have examined the above-named applicant and find he/she has a disability that requires limited employment.

(1) Disability ---

(2) Occupation ---

(3) Employer ---

(Date)

(Signature of Physician)

(Address of Physician)

If a limited certificate is indicated, the disability, occupation, and employer must be indicated to make this certificate valid.

For more information, please call Student Services Department @ (914) 358-2380

General Information Regarding Working Papers

Types of Permits

Newspaper Carrier Permit: Issued to a minor 11 to 18 years of age to engage in the occupation of delivering, or selling and delivering newspapers, shopping papers and periodicals to customers at their home or place of business.

Child Model Work Permit: Issued to a minor under 18 years of age to engage in the occupation of a child model.

Farm work Permit: Issued to a minor 14 or 15 years of age to engage in the occupation of farm work.

Farm work Permit-Special: Issued to a minor 12 to 13 of age to engage in the occupation of hand harvesting of berries, fruits and vegetables.

Street Trades Permit: Issued to a minor 14 to 18 years of age to engage in the street trade's occupation of selling newspapers, shopping papers and periodicals or work as a bootblack.

An employment permit may be used for an unlimited number of successive job placements in the specific occupation permitted by the particular type of permit (ie. a newspaper carrier may work for one newspaper, leave employment and then work for another newspaper).

An employment permit is valid for 2 years from the date of issuance, with the exception of a Child Model Permit and a Newspaper Carrier Permit. A Child Model Permit is valid for only 1 year. A Newspaper Carrier Permit does not expire as long as the minor remains qualified to participate in the school's physical education program.

An employment permit is not transferable and must be carried on the minor's person while working.

Prohibited Employment

An employment permit may not be used for any type of employment other than the specific occupation for which the permit was issued.

Hours of Employment

Minors may not work during the hours they are required to attend school.

Minors employed as newspaper carriers may not work: a) after 7:00pm or before 5:00am, b) when school is in session – more than 4 hours on a school day or c) when school is not in session – more than 5 hours on any day.

Minors employed as child models may not work: beyond the time and hour limitations for child models as specified in the regulations promulgated by the Commissioner of Education (Commissioner's Regulation 190.2).

Minors employed as farm workers may not work: a) after 7:00pm or before 7:00am from June 21st to Labor Day, if they are 12 or 13 years of age or b) there are no hours of regulations for farm workers 14 years of age and over.

Minors engaged in street trades may not work: a) after 7:00pm or before 6:00am, b) when school is in session – more than 4 hours on any school day or c) when school is not in session – more than 5 hours on any day.

Education Law, Section 3233: "Any person who knowingly makes a false statement in or in relation to any application made for an employment certificate or permit as to any matter required by this chapter to appear in any affidavit, record, transcript and certificate or permit therein provided for, is guilty of a misdemeanor