

## WORKING PAPER APPLICATION INSTRUCTIONS

The following three items are needed in order to process the working paper application.

### **1. Application for Employment Certificate**

#### **PART I- PARENTAL CONSENT**

COMPLETE- REQUIRES PARENT SIGNATURE, ETC.

#### **PART II- EVIDENCE OF AGE**

COPY OF BIRTH CERTIFICATE IS REQUIRED.

#### **PART III- CERTIFICATE OF PHYSICAL FITNESS**

THIS IS AN ADDITIONAL FORM THAT NEEDS TO BE COMPLETED BY THE PHYSICIAN WHO PERFORMED THE PHYSICAL WITHIN THE LAST YEAR

### **2. Copy of Birth Certificate**

### **3. Physical Fitness Certification**

THE APPLICANT MUST HAVE HAD A PHYSICAL WITHIN ONE YEAR. WHITE CERTIFICATE REQUIRES PHYSICIAN SIGNATURE AND DOCTOR'S OFFICE STAMP. COMPLETE TOP 2 LINES; AFTER PHYSICAL, THE DOCTOR WILL SIGN AND STAMP THE FORM.

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**TAKE THE APPLICATION FOR EMPLOYMENT FORM, A COPY OF YOUR BIRTH CERTIFICATE, AND THE COMPLETED PHYSICAL FITNESS CERTIFICATION FORM TO YOUR HOME SCHOOL DISTRICT FOR PROCESSING.**

#### **\*\*LANCASTER SCHOOL DISTRICT STUDENTS\*\***

YOU MAY GIVE THE COMPLETED APPLICATION PACKET TO THE NURSE AND SHE WILL HAVE THEM PROCESSED THROUGH LHS WHEN SCHOOL IS IN SESSION. DURING THE SUMMER, APPLICATIONS CAN BE PROCESSED AT LANCASTER HIGH SCHOOL IN THE MAIN OFFICE (686-3255 FOR AVAILABILITY).

#### **\*\*BUFFALO SCHOOL DISTRICT STUDENTS\*\***

As of April 2009, City Hall has made changes to the requirements for working papers while school is in session (September through the last day of school in June). During the summer, forms can be processed at City Hall directly. These changes include:

1. City Hall requires that we submit proof of attendance and academic standing at our school. This form can be picked up and completed in the Counseling Center or the Health Office.

2. City Hall will no longer process working paper applications at the counter. Forms should be mailed to City Hall. The Address is:

Buffalo Public Schools, Student Support Services & Compliance  
Office of Attendance Services  
428 City Hall  
Buffalo, NY 14202

3. City Hall will mail the Working Paper Card to St. Mary's High School. Have your student check in the Health Office periodically to see if the card has arrived from Buffalo.

**PLEASE MAKE YOURSELF A COPY OF YOUR WORKING CARD SO YOU'LL ALWAYS KNOW YOUR REGISTRATION NUMBER.**

**GOOD LUCK IN YOUR JOB SEARCH!!!!**