

Instructions to Applicants For Certificates

Kenmore East HighSchool
Enter through Door #16
Counseling Center 2nd Floor
350 Fries Rd.

Tonawanda, NY 14150

Permits will be issued during these hours: →	Sept 1 through June 30: 9:00 am – 3:00 pm	July 1 through August 31: 8:30 am – 2:30 pm
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Bring with you:

1. Completed application signed by parent or guardian.
2. Signed Physical Fitness Certificate (as described below)
3. Proof of age: birth or baptismal certificate; State issued photo, driver's license, or a copy of school record showing proof of age.

Read carefully-Instructions for completing application for Certificates:

A. For Part-Time or vacation employment:

1. You will need a Social Security number for your employer. If you do not have one, apply to the local Social Security Office, Century Mall, Amherst, NY; hours 9-3:45 daily.
2. Have your parent or guardian sign Part 1 of the application.
3. Have a physical fitness certificate signed:
 - By your family physician
 - Or
 - By a school official certifying that you have had a physical within the last 12 months that shows you are physically able
4. After you have completed all of the above, apply for your certificate at the issuing office of the school district in which you live. The address is listed above.

B. For Full time employment:

- If you have dropped out of school and are going to work full time, in addition to 1-4 above, your parent or guardian must accompany you to the issuing office.

C. For those with a physical disability:

- If you have a physical disability that limits your employment, in addition to 1-4 above, you must have your employer fill out and sign Part IV before a certificate can be issued.

Read important information on the reverse side →

**Kenmore-Town of Tonawanda
Union Free School District
1500 Colvin Blvd.
Buffalo, NY 14223-1196**

To: Applicants for Working Certificates

There is a new Federal law that requires employers to require certain information from persons newly hired to prevent the employment of aliens who are not authorized to work in the United States.

Below is a list of the kinds of documents you may need. Your employer will need the Document Identification Number and Expiration Date for the document(s) you provide.

If you are an alien permitted to work, you will be asked for one document from List A
Or
One document from List B and from List C.

LIST A

Documents that establish identity and employment eligibility:

- 1. United States Passport
 - 2. Certificate of United States Citizenship
 - 3. Certificate of Naturalization
 - 4. Unexpired foreign passport with attached Employment Authorization
 - 5. Alien Registration Card with photograph
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LIST B

Documents that establish identity:

- 1. A state-issued driver's license or a state-issued I.D. card with a photograph or information including name, sex, date of birth, height, weight, and color of eyes.
(Specify State) _____
 - 2. U.S. Military Card
 - 3. Other (Specify document and issuing authority _____)
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LIST C

Documents that establish employment eligibility:

- 1. Original Social Security Number Card (other than a card stating it is not valid for employment.)
- 2. A birth certificate issued by State, county, or municipal authority bearing a seal or other certification.
- 3. Unexpired INS Employment Authorization (specify form) # _____

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 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, _____
(Applicant) (Age) (Social Security Number)

_____, apply for a certificate as checked below:
(Complete home address- include street, town and zip code)

- Non Factor-Employment Certificate: Valid for lawful employment or 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 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 medical 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 No. (if any) _____
(date of birth)

- Birth Certificate State Issued Photo ID Drivers License School Record Other (Specify) _____

PART III-Certificate of Physical Fitness

Applicant shall present a certificate of physical fitness from a school or private physician. Said examination must have been given within 12 months prior to issuance of the employment permit. If the certificate of physical fitness is limited, 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.

PART IV Pledge of Employment (To be completed by prospective employer only if applicant has a physical disability.)

(Part IV must be completed only for a (a) a minor with a medical limitation; and (b) for a minor 16 years of age who is leaving school and resides in a district (New York City and Buffalo) which requires a minor 16 years of age who is not employed to attend school, according to Section 3205 of the Education Law.)

The undersigned will employ the applicant named above for _____ days per week, _____ hours per day, beginning at _____ a.m. p.m.

ending at _____ a. m. p.m. Start Date: _____ Description of Job: _____

Job Location: _____ Firm Name: _____ Address: _____

Factory Non factory Telephone: _____ Signature of Employer: _____

Part V – Employment Certification

Permit Number: _____ Date Issued: _____

(Issuing Center)

(Address)

(Signature of Issuing Official)

THIS APPLICATION DOES NOT AUTHORIZE EMPLOYMENT

General Information

An Employment Certificate (Student Non-factory, Student General, or Full-Time) may be used for an unlimited number of successive job placements in lawful employment permitted by the particular type of certificate.

A Non-factory Employment Certificate is valid for 2 years from the date of issuance or until the student becomes 16 years old, with the exception of a Limited Employment Certificate.

A Limited Employment Certificate is valid for a maximum of 6 months unless the limitation noted by the physician is permanent, then the certificate will remain valid until the minor changes jobs. It may be accepted only by the employer indicated on the certificate.

A new Certificate of Physical Fitness is required when applying for a different type of employment certificate, if more than 12 months have elapsed since the previous physical for employment.

An employer shall retain the certificate on file for the duration of the minor's employment. Upon termination of employment or expiration of the employment certificate's period of validity, the certificate shall be returned to the minor. A certificate may be revoked by school district authorities for cause.

A minor employed as a newspaper carrier, street-trades worker, farm worker, or child model must be obtained the **Special Occupation Permit** required.

Hours of Employment

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

Minors 14 and 15 years of age may not be employed in any occupation (except farm work and delivering, or selling and delivering newspapers):

When School is in session:

- more than 3 hours on any school day, more than 8 hours on a non-school day, more than 6 days in any week, for a maximum of 18 hours per week, or a maximum of 23 hours per week if enrolled in a supervised work-study program approved by the Commissioner.
- after 7 p.m. or before 7 a.m.

When school is not in session:

- more than 8 hours on any day, 6 days in any week, or a maximum of 40 hours per week.
- after 9 p.m. or before 7 a.m.

This certificate is not valid for work associated with newspaper carrier, agriculture or modeling.

A minor 14 years of age or over may be employed as a caddie, babysitter, or in casual employment consisting of yard work and household chores when not required to attend school. Employment certification for such employment is not mandatory.

An employer of a minor in an occupation which does not require employment certification should request a Certificate of Age.

Prohibited Employment

Minors 14 and 15 years of age may not be employed in, or in connection with a factory (except in delivery and clerical employment in an enclosed office thereof), or in certain hazardous occupations such as construction work; helper on a motor vehicle; operation of washing, grinding, cutting, slicing, pressing or mixing machinery in any establishment; painting or exterior cleaning in connection with the maintenance of a building or structure; and others listed in Section 133 of the New York State Labor Law.

Minors 16 and 17 years of age may not be employed in certain hazardous occupations such as: construction work; helper on a motor vehicle; the operation of various kinds of power-driven machinery; and others listed in Section 133 of the New York State Labor Law.

Minors 16 and 17 years of age may not be employed:

When school is in session:

- more than 4 hours on days preceding school days; more than 8 hours on days not preceding school days (**Friday, Saturday, Sunday and holidays**), 6 days in any week, for a maximum of 28 hours per week.
- between 10 p.m. and 12 midnight on days followed by a school day without written consent of parent or guardian and certificate of satisfactory academic standing from the minor's school (to be validated at the end of each marking period).
- between 10 p.m. and 12 midnight on days not followed by a school day without written consent of parent or guardian.

When school is not in session:

- more than 8 hours on any day, 6 days in any week, for a maximum of 48 hours per week.

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, certificate or permit therein provided for, is guilty of a misdemeanor.”

