

Boyertown Area School District Working Papers

This document reflects recent changes to Pennsylvania's child labor act, signed into law on October 24, 2012 by Governor Tom Corbett.

All minors between the ages of **14** and **17** are required by Pennsylvania School Law to secure Working Papers before they may begin to work. Students, who have reached the age of **18**, by state law, do not need working papers. Minors must reside in the Boyertown Area School District and work in Pennsylvania.

***Under the new child labor law, neither the employer nor a physician will need to sign an application for a work permit. There is only one work permit and it applies to all minors age 14-17.*

Working Papers may be obtained from the **Boyertown Area Senior High School, Main Office**, 120 North Monroe Street, Monday through Friday between the hours of 8:00 a.m. and 3:30 p.m., except on holidays.

STEPS TO FOLLOW:

- ✓ Student or parent may pick up an Application for Work Permit at the High School Main Office or print the application on the following page.
- ✓ The application must be signed by the parent/legal guardian. The student must bring the signed application and acceptable proof of age to the High School Main Office to obtain the Work Permit from the District Issuing Officer.
 - Acceptable Proof Of Age Documents include:
 - Birth Certificate
 - Baptismal Certificate
 - Passport
 - Driver's License
- ✓ The student must appear in person before the District Issuing Officer. The Issuing Officer will verify that all papers required by law have been examined and approved, and all requirements for issuance have been fulfilled. The Issuing Officer will complete a Blue Work Permit Card which must be **signed by the student in the presence of the Issuing Officer**.

If you have any questions, please call the Senior High School Main Office at 610-369-7435.

APPLICATION FOR WORK PERMIT

Date of application _____

Certificate/Permit number _____

Date issued _____

PDE-4565 (1/13)

A. To be completed by issuing officer

| | | |
|---------------|---------------------|------------------------------|
| Name of minor | Sex _____ | Signature of issuing officer |
| | Color of hair _____ | |
| | Color of eyes _____ | |

| | |
|--------------------------------|---|
| Any physical work restrictions | School district - name and address Boyertown Area School District Working Papers Office 120 North Monroe Street Boyertown, PA 19512 |
| Place of residence | Place of birth |

| Date of birth | | | Evidence of age accepted and filed. Evidence shall be required in the order designated. Cross out all but the one accepted. |
|---------------|-----|------|---|
| Month | Day | Year | |
| | | | a. Transcript of birth certificate b. Baptismal certificate or transcript c. Passport d. Other documentary evidence e. Affidavit of parent or guardian accompanied by physician's statement of opinion as to the age of the minor |

B. To be completed by parent or guardian, unless minor is a high school graduate (please attach proof of graduation)

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|---|---|
| Signature of parent, guardian or legal custodian* | Name and address of parent, guardian or legal custodian |
|---|---|

Commonwealth of Pennsylvania - Department of Education

*In lieu of signature under clause (B), the applicant may execute a statement before a notary public or other person authorized to administer oaths attesting to the accuracy of the facts set forth in the application on a form prescribed by the department. The statement shall be attached to the application.