

## **GUILFORD PUBLIC SCHOOLS PROCEDURES FOR OBTAINING WORKING PAPERS**

Pursuant to Section 10-193 of the Connecticut General Statutes, the Superintendent of Schools has authorized several staff members to act as designated agents for issuing the Certificate of Age (Working Papers) to minor students under the age of eighteen years. Working papers may be obtained at Guilford High School or at the Superintendent's Office.

Listed below are general procedures for issuing/obtaining working papers.

In addition, the Working Papers Manual – Procedures for the Employment of Minors is available at: <http://www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Career/WB/WP.pdf>

### **Criteria for Issuance**

- Student must be a resident of the Town of Guilford and must provide evidence of residency.
- Student must be 16 years of age (14 or 15 under certain circumstances).
- Student must appear in person (There are no exceptions to this requirements.).
- Student must have authentic documentation of evidence of age.
- Student must have written promise of employment signed by the prospective employer.
- Student must complete the Guilford Public Schools Working Papers Information Form.

Please note:

- Working papers cannot be backdated.
- Working papers cannot be issued to students who will be working out of the State of Connecticut.

### **Documentation of Age**

The following documents, in order of preference, are acceptable as proof of age:

#### **All of these should be original documents.**

1. A birth certificate issued by a town official.
2. A baptismal certificate which shows date and place of birth.
3. A hospital certificate imprinted with the hospital's name.
4. An attending physician's certificate.
5. A U.S. Census record supported by parent affidavit.
6. A bible record in existence for five years prior to submission.
7. A driver's license.
8. A passport when month, day and year of birth is listed.
9. Authorized school records.

**Promise of Employment**

A Promise of Employment should be written on the employer's letterhead paper and must have the following:

- The specific job the individual will be doing.
- The starting rate.
- The number of hours per week.
- Original signature of the authorized company official.

If the employer does not have their own Promise of Employment statement, the attached generic version can be used.

Any questions may be directed to:

Connecticut Department of Labor	Michelle Morris	(860) 263-6467
U.S. Department of Labor	Leona May	(203) 579-5648
Wage and Hour Division	Donna O'Leary	(860) 240-4168
State Department of Education	Maureen Wagner	(860) 807-2102

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