

WORKING PAPERS PROCEDURES

For all applicants Ages 14-17.

Last Updated: April 15, 2009

1. **WORKING PAPERS-** Anyone under age 18 must have working papers to work at camp.

PA Residents: In order to obtain Working Papers.

- Must be hired by Rock Mountain.
- SECTION A&B: Acquire an "Application for Employment Certificate" at your local school office. A parent/guardian must sign the paper in the school office, or have the "Attestation Document" notarized.
- Show proof of age/ID via one of the following official documents: Birth Certificate, Driver's License, or Passport. (No copies)
- SECTION C: Rock Mountain must complete & sign.
- SECTION D: A Physician (MD,CNP, or CRN) must complete & sign.
- Return completed Application to School Office.

NON-PA residents: In order to obtain Working Papers.

- Must be hired by Rock Mountain.
- SECTION A&B: Acquire an "Application for Employment Certificate" from camp. A parent/guardian must sign the paper in presence of Notary Public & have "Attestation Document" notarized.
- SECTION C: Rock Mountain must complete & sign.
- SECTION D: A Physician (MD,CNP, or CRN) must complete & sign.
- Go to Mountain View School District with Program Director to submit a completed Application to School Office. Must show proof of age/ID via one of the following official documents: Birth Certificate, Driver's License, or Passport (No copies).

2. **THE DIFFERENCE BETWEEN A YELLOW TEMP VACATION CERTIFICATE & A BLUE WORK PERMIT**

1) **For workers ages of 14 and 15**, a **Temporary/Vacation Permit (yellow card)** will be issued to your employer. When you obtain other employment the process must be started again.

2) **For workers ages 16 and 17**, a **TRANSFERABLE Work Permit (blue card)** will be issued. This is to remain in your possession until you reach 18 years of age and is to be shown to EACH employer upon accepting employment. Your employer is then required to notify the Issuing District in writing within five days of beginning or terminating employment.

3. **I'M UNDER 14 AND I WANT TO WORK!**

Regulations state that if you are 12 and 13 years of age you can work as a caddie, news carrier, or a performer. You can also work on a farm or in domestic service in private homes. **NO OTHER WORK IS PERMITTED - NO EXCEPTIONS!**