

## WORKING PAPERS PROCEDURES

Last Updated: December 7, 2005

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

PA Residents: 1) Go to their public school district & obtain them, or  
2) At the interview, receive an application, attestation Document, & instruction sheet, then fill out the highlighted sections and send back to camp. Camp then sends all info & documents to:

Montrose Area High School  
ATTN: Working Papers Officer  
80 High School Rd.  
Montrose, PA 18801

NON-PA residents: 1) **PREFERRED:** At the Interview, receive a PA Application, Attestation Document, & Instruction sheet. Fill out all necessary info and send back to camp. Camp then sends info & documents in. (OR)

2) Go to their public school district & obtain their states' working permit. Give camp a copy, with some additional info, and we will submit your PA application for Working Papers.

### 2. WHAT DO I DO WITH THE APPLICATION ?

\*Working papers will only be issued if all requirements are met.

- 1) Camp will fill out the required information on the application.
- 2) With your application in hand, you must go for a physical exam (One within the last year is OK). The doctor or medical assistant will then verify that you are physically qualified to perform the work stated in the employer's section. You may use a school physician (at no charge to applicant) or opt for your family doctor.
- 3) If you do not hand in the form to PA school office, personally, you must have the attestation document notarized.

### 3. 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.

### 4. 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!**