

INSTRUCTIONS FOR COMPLETING APPLICATION FOR EMPLOYMENT CERTIFICATE

1) PHYSICAL FITNESS CERTIFICATION FORM - *PHYSICAL MUST BE WITHIN THE PAST 12 MONTHS

- a) Complete your information on the top of this form.
- b) Health care provider must complete the rest of this form.
- c) Health care provider must sign and stamp this form. **Applications will not be accepted without a stamp. (We must have original signature and stamp. Photocopies or faxes will not be accepted.)**
- d) If you have a physical on file in the Newfield High School nurse's office within the past 12 months, the nurse can sign off on the Physical Fitness Certification form.
Note: Nurse is only available during normal school hours.

2) APPLICATION FOR EMPLOYMENT CERTIFICATE: Part I – Parental Consent

- a) Clearly print full legal name, age, and address (no nicknames)
- b) Check off appropriate box
- c) **Parent Signature required**

3) Complete Part II – Evidence of Age

- a) Fill in your date of birth
- b) If you are **not** a Newfield High School student, you must provide **proof of age and identity.**

Acceptable forms of proof:

1. Original birth certificate **and** photo ID with/without birthdate

Photocopies are not acceptable.

4) Issuance of Employment Certificate

- a) Applicant must be present in order for school official to issue Employment Certificate.

No Exceptions.

PLEASE ALLOW 24 HOURS FOR ALL EMPLOYMENT CERTIFICATE APPLICATIONS TO BE PROCESSED.

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY, NEW YORK 12224

PHYSICAL FITNESS CERTIFICATION

Newfield High School 145 Marshall Drive, Selden, NY 11784
(name of school) (address)

(name of applicant) (address)

(date of birth) (sex)

INSTRUCTIONS: Complete part A unless certificate is limited – in which case complete part B.

A. I hereby certify that I have examined the above named applicant and find he/she is physically qualified for lawful employment.

(date of exam) (signature of physician) (official address stamp)

B. I hereby certify that I have examined the above named applicant and find he/she has a disability that requires limited employment.

- (1) Disability -
- (2) Occupation -
- (3) Employer -

(date of exam) (signature of physician) (official address stamp)

If a limited certificate is indicated, the disability, occupation, and employer must be indicated to make this certificate valid.

GENERAL INFORMATION

An employment Certificate (Student Nonfactory, 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 Nonfactory Employment Certificate is valid for 2 years from the date of issuance or until the student turns 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 job. 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, Farmworker, or Child Model, must obtain the Special Occupational Permit required.

A minor 14 years of age and over may be employed as a caddy, 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 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 worker; 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.

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 farmwork 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 nonschool 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, for 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.

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 a 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 by this chapter to appear in any affidavit, record, transcript, certificate or permit therein provided for, is guilty of a misdemeanor."