

Instructions for Completing Application for Employment Certificate

1) Complete Part I- Parental Consent

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

2) Complete Part II -Evidence Of Age

- a) Fill in your date of birth
- b) If you are **not** a Centereach High School student then you must provide proof of **birth and identity**.
Acceptable forms of proof:
 - 1) Photo driver's license or permit with date of birth
 - 2) Original birth certificate **and** photo ID without birthdate**Photocopies not acceptable!**

3) Health Appraisal Form ***PHYSICAL MUST BE WITHIN PAST 12 MONTHS***

- a) Complete your information on the top of the 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 stamp!

*Note: If the physical is not completed on this form then the *school nurse must sign off* on the attached Health Appraisal Form if any other form is used.
(school nurse only available during normal school hours.)

- d) If you have a physical on file in the Centereach High School nurse's office within the past 12 months the nurse can sign off on the Health Appraisal form that you have had a physical.

*Note: Nurse is only available during normal school hours.

4) Issuance of Employment Certificate

- a) Applicant must be present in order for school official to issue Employment Certificate **No Exceptions!**

5) Replacement of Employment Certificate

- a) A new physical is required if original physical is over 12 months old before a replacement Employment Certificate can be issued.