

## MINORS/CHILD LABOR

**Q.** At what age does a minor need an employment certificate?

**A.** An [employment certificate](#) (also referred to as "working papers") is required for all minors under the age of 18.

**Q.** What is the procedure for obtaining the working paper?

**A.** After receiving a promise of employment from an employer, the minor may obtain a blank [A300 employment certification form](#) online or from the issuing officer of the local school district where the minor resides. If the minor is not a New Jersey resident, the paper can be obtained from the district in which the minor has obtained a promise of employment.

- *Employment Information* - After completing their personal information, the minor takes the form to the employer who is responsible for completing the employment information. This includes the employer's name and address, type of business, specific job title or duties, rate of pay, whether the business is licensed for liquor, etc. The employer must also sign and date the Promise of Employment.
- *Physician's Certification* - The school district is responsible for performing the physical examination at no cost to the minor. A school physical (including a sports physical) performed during freshman year is good for all four years of high school (unless the school district policy specifies more frequent physicals). If the minor's parent/guardian prefers their child to be examined by a doctor other than the one employed by the school district, they may do so at their own expense. A minor is not required to obtain a physical if the parent/guardian objects (in writing) based on their religious beliefs and practices.
- *Proof of Age* - If the school does not have a copy on file, the minor may be asked to provide a birth certificate, passport, baptismal certificate or other identification to the School Issuing Officer.
- *Parent/Guardian Authorization* - The parent/guardian of the minor must indicate his/her authorization of employment as specified in the Employment Information by signing and dating the Parent/Guardian authorization.
- *School Record/Issuing Officer Certification* - The employment certification along with the medical documentation and proof of age are taken back to the school. A designated school official will review the form and issue the employment certificate only after being satisfied that the working conditions and hours will not interfere with the minor's education or damage the minor's health. The school official may refuse to issue the employment certificate if such refusal would be in the minor's best interest. A copy of the completed employment certificate is given to the minor to provide to the employer. The issuing officer retains a copy and a copy is sent to the NJ Department of Labor and Workforce Development, Division of Wage and Hour Compliance for review.

**Q.** Does a minor need a new working paper every time there is a job change?

**A.** Yes, a working paper is only valid for the employment stated on the certificate.

**Q.** What kind of work can a minor perform?

**A.** The type of work and hours of work vary depending upon the age of the minor.

- Theatrical (minimum age - none)
- Newspaper Delivery (minimum age - 11 years old)
- Agriculture (minimum age - 12 years old)
- Ages 14 and 15 - May perform work in offices, hotels, restaurants, retail stores, etc. However, if the business is licensed for alcohol, the minor cannot work there until age 16 and is limited to specific jobs that do not involve preparing, serving or selling alcoholic beverages.
- Ages 16 and 17 - The restrictions are less for ages 16 and 17, however there are still occupations from which they are prohibited. View our [Child Labor Section](#) for more information.