

Working Papers Procedure

Completed working papers are required for all applicants that are under the age of eighteen.

Order in which Working Papers should be completed:

1. Applicants complete Section A: "Personal Information".
2. Section C: "Physician's Certification", to be completed by a licensed physician that can physically qualify applicant.

Once Sections A & C have been completed, working papers are submitted along with completed "Application for Employment" and completed "W-4" form. (Be sure date of birth is noted on the bottom portion of the W-4 and number of exemptions are clearly stated).

If applicant is applying for a Summer Counselor position, a "Counselor Information Form" also must be completed.

If applicant is applying for a lifeguard position, updated certifications must be submitted.

3. Once applicant is hired for summer position, Section B: "Employment Information" will be completed by employer (Morris Plains Recreation Director) and returned to applicant.

4. Parent/Guardian must sign bottom of Section B to authorize employment of child.

5. Applicant will return working papers to High School and Sections D, E, F and G will be completed. A copy will then be presented to applicant. This copy must be returned to employer before applicant can begin working.