

How to Obtain Working Papers

According to State law, "Children under fifteen years of age may be employed in agriculture, domestic service, and certain other specified occupations. No such child may be employed in any store or factory, theatre, bowling alley, barbershop, or similar institution. At age fifteen, students may obtain employment at any mercantile establishment, as bagger, cashier, or stock clerk. However, this employment may only be during school vacation (five or more consecutive days when school is not in session)" or on Saturdays. Everyone between fifteen and eighteen years of age must obtain working papers for either part-time or full-time employment.

1. Ask your prospective employer for a Promise of Employment Letter (see sample attached). This letter should be on company letterhead; if that is not available, the prospective employer may use the Sample Letter itself, making sure to fully complete each question. **Particular attention should be paid to “List specific job duties”.** Terms such as “team member”, “associate”, or “helper” are not acceptable.
2. Provide an ORIGINAL document proving your date of birth. If you are a U.S. citizen, an original birth certificate or passport is preferred. If you are not a U.S. citizen, you must provide an original Permanent Resident Card (Green Card)

Bring the above items to the Superintendent’s Office at Lisbon Central School to receive your Working Papers

APPLICANTS FOR WORKING PAPERS MUST APPEAR IN PERSON.

Promise of Employment (Sample)

LETTERHEAD WITH THE NAME AND ADDRESS OF THE EMPLOYING FIRM OR AGENCY PROMISE OF EMPLOYMENT

Date: _____

Upon receipt of a Certificate of Age Form ED-301 from the Connecticut State Board of Education, I
promise to employ _____ for the following job:
(Student's Name)

List specific job duties:

This employment will have the starting rate of \$_____ per hour for a work week of _____ hours.

Minors who are 14 years old may only work on Saturdays as caddies or in a pro shop at a municipal or private golf course, and minors who are 15 years old may only work on Saturdays in retail food stores and on non-school weeks in any mercantile establishments (Sec. 31-23 (b) (1)).

Name: _____
(Please Print)

Signature: _____
(Authorized Firm/Company Official)

Name of Firm/Agency: _____