

NON-PUBLIC SCHOOL REQUEST FOR EMPLOYMENT CERTIFICATE FORM(S)

The fourth ordering period for Employment Certificate Forms (working papers) for Non-Public Schools, which may be required for the 2011 - 2012 School Year, is now open through **March 28, 2012**. All orders placed during this period will be delivered in May. Schools must order now to have working papers in stock for the summer. Please complete the form below and attach your school check made payable to: **"The Department of Education"** and mail to:

**Non-Public School Unit
65 Court St., Room 1703
Brooklyn, NY 11201**

ORDER FORM

DOE Location Code: _____ **Current Date:** _____

Delivery Site: Name _____

Address _____

City _____ State _____ Zip code _____

Request prepared by: _____

Phone Number: _____

**Name of Principal or
Authorized Official:** _____

Signature of Principal or Authorized Official

DOE Item#	Title	Unit of Issue	Price	QTY.	TOTAL
25276045X	<u>AT-20 FULL TIME EMPLOYMENT CERT.</u>	PKG/25	\$1.22	()	\$ _____
252760468	<u>SRS9 STUD. GENERAL EMPLOYMENT CERT.</u>	PKG/200	\$8.27	()	\$ _____
252760476	<u>AT-18 STUD. NON-FACTORY EMPLOYMENT CERT.</u>	PKG/200	\$8.27	()	\$ _____
252760522	<u>AT-17 APPLICATION FOR EMPLOYMENT CERT.</u>	(100/Pad x 5PADS = 500)	\$11.22	()	\$ _____

Total: \$ _____

Please be sure your check is enclosed for the appropriate amount.