

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY, NEW YORK 12234

APPLICATION FOR EMPLOYMENT CERTIFICATE

See reverse side of this form for information concerning employment of minors.

All signatures must be handwritten in ink, and applicant must appear in person before the certifying official.

PART I – Parental Consent – (To be completed by applicant and parent or guardian)

Parent or guardian must appear at the school or issuing center to sign the application for the first certificate for full-time employment, unless the minor is a graduate of a four-year high school and presents evidence thereof. For all other certificates, the parent or guardian must sign the application, but need not appear in person to do so.

Date.....

I, Age
[Applicant] [Social Security Number]

Home address apply for a certificate as checked below:
[Full Home Address including Zip Code]

- Nonfactory Employment Certificate – Valid for lawful employment of a minor 14 or 15 years of age enrolled in day school when attendance is not required.
- Student General Employment Certificate – Valid for lawful employment of a minor 16 or 17 years of age enrolled in day school when attendance is not required.
- Full-Time Employment Certificate – Valid for lawful employment of a minor 16 or 17 years of age who is not attending day school.

I hereby consent to the required medical examination and employment certification as indicated above.

.....
[Signature of Parent or Guardian]

PART II – Evidence of Age – (To be completed by issuing official only)

..... – Check evidence of age accepted – Document # (if any)
[Date of Birth]

Birth Certificate State Issued Photo I.D. Driver's License Schooling Record Other.....
[Specify]

PART III – Certificate of Physical Fitness

Applicant shall present a Certificate of Physical Fitness from a school or private physician. Said examination must have been given within 12 months prior to issuance of the employment certificate.

If the Certificate of Physical Fitness is limited, the issuing official shall issue a Limited Employment Certificate (valid for a period not to exceed 6 months unless the limitation noted by the physician is permanent, then the certificate will remain valid until the minor changes jobs. Enter the limitation on the employment certificate.

PART IV – Pledge of Employment – (To be completed by prospective employer)

Part IV must be completed only for: (a) a minor with a medical limitation; and (b) for a minor 16 years of age who is leaving school, and resides in a district (New York City and Buffalo) which require a minor 16 years of age who is not employed to attend school, according to Section 3205 of the Education Law.

The undersigned will employ residing at
[Applicant]

as at
[Description of Applicant's Work] [Job Location]

for days per week hours per day, beginning a.m. p.m.

..... ending a.m. p.m.
[Name of Firm] Factory Nonfactory

.....
[Address of Firm]

..... Starting date
[Telephone Number] [Signature of Employer]

PART V – Schooling Record – (To be completed by school official)

Part V must be completed only for a minor 16 years of age who is leaving school, and resides in a district (New York City and Buffalo) which require a minor 16 years of age to attend school, according to Section 3205 of the Education Law.

I certify that the records of
[Name of School] [Address]

show that whose date of birth is
[Name of Applicant]

is in grade
[Signature of Principal or Designee]

PART VI – Employment Certification – (To be completed by issuing official only)

Certificate Number Date Issued

.....
[School or Issuing Center] [Address] [Signature of Issuing Official]

THIS APPLICATION DOES NOT AUTHORIZE EMPLOYMENT

一般資訊

受僱證明（學生非工廠、學生普通或全職）可以用於在特定類別的證明所准許的合法雇傭範圍內的不限數目的連續工作安排。

除「受限制的受僱證明」之外，非工廠受僱證明從頒發之日起2年有效，或在學生年滿16歲之前一直有效。受限制的受僱證明的有效期最多為6個月，除非由醫生所註明的限制是永久性的，那麼該證明在未成年人換工作之前將一直有效。該證明將只能被證明上所註明的雇主所接受。

如果自從上一次為受僱而接受體檢時已經過去了12個月以上，那麼在申請一個不同種類的受僱證明時，必須要有新的身體健康證明。

在未成年人受僱期間，雇主應將該證明存檔。在受僱結束後，或在受僱證明的有效期結束後，雇主應將該證明歸還給受僱的未成年人。學區當局可出於正當理由取消證明。

受僱為送報員、街頭攤販、農場工人或兒童模特的未成年人必須獲得所要求的特別職業許可證。

年滿14歲的未成年人可以在不必上學時受僱為高爾夫球僮、保姆或包括收拾庭院和做家務在內的臨時工。此類工作不必有受僱證明。

雇用未成年人做不需要受僱證明的工作的雇主應要求該未成年人提供年齡證明。

禁止受僱的工作

14歲和15歲的未成年人不得受僱於工廠或與工廠相關的工作（在工廠內單獨隔開的辦公室裏所做的投遞和文書工作除外），也不得受僱於某些危險的職業，如：建築工作；機動車上的幫手；在任何機構內對洗滌、碾碎、切割、切開、壓制或攪拌等機器的操作；所進行的與大樓或建築物的保養相關的粉刷或外牆清潔工作；以及其他列於紐約州勞工法第133條的工作。

16歲和17歲的未成年人不得受僱於某些危險的職業，如：建築工人；機動車上的幫手、對各種由電力驅動的機器的操作；以及其他列於紐約州勞工法第133條的工作。

工作的小時數

在未成年人必須上課的時間不得雇用他們工作。

14歲和15歲的未成年人受僱於任何職業（農場工作和送交工作或銷售和遞送報紙的工作除外）的工作時間不得超過下列小時數：

在學校上課期間：

- 在任何教學日不超過3個小時、在非教學日不超過8個小時、在任何一周不超過6天、在每周最多不超過18個小時或，如果就讀於一個經過地方司法行政長官批准的接受監督的半工半讀課程，每周最多不超過23個小時。
- 不得在晚上7點之後或早上7點之前工作

當學校不上課時：

- 在任何一天不超過8個小時、在任何一周不超過6天、每周最多不超過40個小時。
- 不得在晚上9點之後或早上7點之前工作

對於與送報員、農業或模特工作相關的職業，本證明無效。

16歲和17歲的未成年人的受僱工作時間不得超過下列小時數：-

在學校上課期間：

- 在教學日前一天不超過4個小時；在非教學日的前一天（星期五、星期六、星期日和假日）不超過8個小時、在任何一周不超過6天、每周最多不超過28個小時。
- 在沒有得到家長或監護人的書面許以及沒有從該未成年人的學校得到合格學業狀況的證明（在每個評分期結束時予以確認）的情況下，不得在教學日前一天的晚上10點和半夜12點之間工作。

- 在沒有得到家長或監護人的書面許可的情況下，不得在非教學日的前一天的晚上10點和半夜12點之間工作。

當學校不上課時：

- 在任何一天不超過8個小時、在任何一周不超過6天、每周最多不超過48個小時。

教育法第3233條

「任何人若在知情的情況下在任何對受僱證明或許可的申請中或就該申請作出虛假的聲明，且該聲明涉及本章節中的任何事務，並出現在其中所提供的任何宣誓書、檔案、文字記錄、證明或許可中，則犯了一項輕罪。」

25-2760.52.2(250 Pkgs) 2/94