

# WOHS SCHOOL COUNSELING DEPARTMENT

**THE SCHOOL COUNSELING DEPARTMENT COMPLETES THEIR SECTIONS OF THE FORM LAST.**

## INSTRUCTIONS TO COMPLETE WORKING PAPERS:

- (A). PERSONAL INFORMATION – To be completed by a Parent/Guardian. Social Security number and Signature are required.
- (B). EMPLOYMENT INFORMATION - Must be completed by your employer. Signature is required.
- (C). PHYSICIAN'S CERTIFICATE - Must be completed by your physician with the date of examination. **(For West Orange High students only)** - If you have completed a sports physical to play a sport, this section (Section C) can be completed by WOHS School Nurse.
- (D). PROOF OF AGE - **if you are a student at WOHS, proof of age is not required.** All students not attending West Orange High School must present proof of age to the School Counseling Issuing Officer when returning completed working papers.
- (F). SCHOOL RECORD - To be completed by the school the minor attends. Signature is required.
- (G). ISSUING OFFICER CERTIFICATION - To be completed and signed by a School Counseling Issuing Officer at West Orange High School. **THIS SECTION IS COMPLETED ONLY AFTER THE FORM IS FILLED OUT COMPLETELY AS INSTRUCTED ABOVE.**

You will be given the original white copy to return to your employer once the issuing officer has completed (G) and has assigned you a C.I.E.#.

If you have any questions, please contact the WOHS School Counseling Office at (973) 669-5301, ext. 31600.

## **RATE OF PAY FOR YOUNG WORKERS**

### **Minimum Wage**

**Effective January 1, 2020, the New Jersey minimum wage rate is \$11.00 per hour.**

A minor is entitled to a minimum wage in the following industries:

- Retail/Mercantile
- Food Service (Restaurant)
- Hotel/Motel
- Beauty Culture
- Laundry/Cleaning/Dyeing
- Light manufacturing apparel
- First process of farm products

Certain places are **not** required to pay minimum wage. Some examples are: Nursing homes, Boardwalk and other seasonal amusements, Summer Camps, professional offices, and libraries. However, jobs related to food service in any of those places **must** pay the minimum wage. For example, an office worker in a nursing home can be paid less than the minimum wage; however, a dining room waitress in the nursing home must be paid minimum wage.