

Working Paper Application Instructions

Depew High School students can stop by the counseling center during the school day to pick up an application, as well as verify if there is an updated physical on file. When school is not in session, please contact the counseling center to schedule an appointment.

*Counseling Center - During the School Year & Summer Hours - 7AM - 3PM
Counseling Center phone number: 716-686-5069*

Step 1 (Application)

Applications can be picked up in the Depew High School Counseling Center or you may use one of the following links to access the proper working paper application:

General Employment

- Application for employment permit: [AT-17 Application for Employment Certificate](#)

Newspaper Carrier, Farmwork & Street Trades:

- Application for employment permit: [AT-22 Application for Employment Permit](#)

ONLY Complete Part I of the form - Signature from a parent/guardian is required.

Step 2 (Documentation)

Once Part 1 is complete, return the application to the counseling center.

In order to complete the second part of the application, the student must have:

- Physical Exam from the last 12 months.
 - *Documentation of a physical exam from a school or private physician, physician's assistant or nurse practitioner authorized to practice within New York State.*
 - [Required New York State School Health Examination Form](#)
- Evidence of Age
 - *Form of identification such as: Birth Certificate, State Issued Photo, I.D Driver's License, or Schooling Record*

Step 3 (Send for processing)

- **Green Certificate Card** - age 16/17
- **Blue Certificate Card** - age 14/15
- Once all the requested documents have been received, the students will need to be present to sign the working paper card. If we are missing any of the requested documents, then the student will not receive the employment certificate card.

We will do everything we can to process your working papers in a timely manner. Please realize that the absence of any of the necessary documents will result in a delay. Please do not wait until the last minute to obtain your working papers!