

### **Employment Certificate Requirement**

1. Complete Part 1 of the application only. Your parent or guardian must sign the application.
2. Bring proof of your age: either birth certificate, valid passport, alien card, or driver's license.
3. Physical Exam Form: must have been examined within the last 12 months.
4. Copy of your social security card.

Bring all required documents along with the completed application to Mrs. Ortiz in the Attendance office.

Working papers are available for processing from September through June only.