



Hatboro-Horsham
High School



[Return to Headlines](#)

Student Working Paper Application

NEW CHILD LABOR LAW WENT INTO EFFECT JANUARY 2013 **NEW WORKING PERMIT PROCEDURES**

*****THE FOLLOWING PROCEDURES ARE FOR COMPLETING STUDENT WORKING PERMIT APPLICATIONS - You may print out the attached link below.

- The **STUDENT** comes to Hatboro-Horsham High School with the **COMPLETED** application (**SIGNED BY PARENT/ LEGAL GUARDIAN**).
- **PROOF OF BIRTH IS REQUIRED - ONLY BIRTH CERTIFICATE, PASSPORT OR BAPTISMAL CERTIFICATE WILL BE ACCEPTED.**
- There is no longer a requirement that a minor get a physical examination prior to receiving a work permit.
- There is no longer a requirement that a minor have a job offer or a job prior to receiving a work permit.
- There is no longer a requirement that a parent/legal guardian sign the application in front of office personnel which means that the minor can take the application home and parent/legal guardian can sign it and then return to school with the appropriate proof of age.
- **IF YOU HAVE BEEN ISSUED A WORKING PERMIT BETWEEN JANUARY 2013 THROUGH MARCH 13, 2013 PREVIOUS PAPERWORK ISSUED IS ACCEPTABLE.**
- Office hours during school term - Monday - Friday 7:15 am - 3:30 pm
- Summer office hours Monday - Friday 8 am - 3:30 pm (hours may vary - call prior to arriving at high school 215-420-5960.)

- [Working Permit Application](#)

APPLICATION FOR WORK PERMIT

Date of application _____

Certificate/Permit number _____

Date issued _____

PDE-4565 (1/13)

A. To be completed by issuing officer

Name of minor	Sex _____ Color of hair _____ Color of eyes _____	Signature of issuing officer
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Any physical work restrictions	School district - name and address
Place of residence	Place of birth

Date of birth			Evidence of age accepted and filed. Evidence shall be required in the order designated. Cross out all but the one accepted.		
Month	Day	Year	a. Transcript of birth certificate	b. Baptismal certificate or transcript	c. Passport
			d. Other documentary evidence	e. Affidavit of parent or guardian accompanied by physician's statement of opinion as to the age of the minor	

B. To be completed by parent or guardian, unless minor is a high school graduate (please attach proof of graduation)

Signature of parent, guardian or legal custodian*	Name and address of parent, guardian or legal custodian
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Commonwealth of Pennsylvania - Department of Education

*In lieu of signature under clause (B), the applicant may execute a statement before a notary public or other person authorized to administer oaths attesting to the accuracy of the facts set forth in the application on a form prescribed by the department. The statement shall be attached to the application.