

## **Instructions for Obtaining Working Papers**

1. Obtain form AT-17 *Application for Employment* at your school. Working papers are issued through the High School Health Office. (Private school students- return to your local area high school.)
2. The parent or guardian must sign forms; suitable documents for proof of age are birth or baptismal records, or a passport.
3. A physical examination either by a school or family physician within one year is required. A *Certificate of Physical Fitness* (AT-16) will be given to you. The school then issues the *Employment Certificate* (AT-18) after a satisfactory medical examination.
4. Lenox Hill Hospital is **NOT** required to furnish any material or information concerning your application for working papers.
5. An Employment Certificate is a requirement for Volunteer Services at Lenox Hill Hospital, New York.
6. Any further questions about obtaining an Employment Certificate can be directed to your High School Health Office.
7. Please bring your Employment Certificate with you at the time of your interview.