

WORKING PAPERS INSTRUCTIONS

Procedure as required by the Pennsylvania Department of Labor for all Cheltenham Township residents 14-17 years of age:

1. Fill out the Application for Work Permit Form
2. Submit to the Receptionist at Cheltenham High School:
 - A. Completed form signed by parent or legal guardian
 - B. Proof of birth (birth certificate, baptismal certificate, or passport)

If you have any questions, please visit the Department of Labor website here:

<http://www.education.pa.gov/Pages/Codes%20and%20Regulations/Child-Labor-Law.aspx>