**Mount Vernon City School District Student Services**

***Procedures of issuance of Student Employment Certificates***

1. Mount Vernon City School District issues employment certificates to minors ages 14 through 17 years old.
2. If the student is not a High School Graduate: the student’s parent/legal guardian must complete fully and sign Part 1 of the attached application for Employment Certificate. ***Incompletion of Part 1 of the application will not be accepted.***
3. (a) The school nurse or the student’s physician must complete the attached Physical Fitness Form. (b) The raised seal or stamp of the school nurse or medical doctor must be affixed to the Physical Fitness Form. (c) The date of the physical must not be over 12 months.
4. Submit your completed application and Physical Fitness Certification along with the following: (a) Birth Certificate (b) Student School ID Card
5. For issuance of a full-time employment certification: If the student is not a High School Graduate his/her parent must personally appear at the Board of Education. The student must also submit: (a) A pledge of Employment signed by the prospective employer and (b) Prior school records.
6. Student must be present to sign the Working Paper Card.
7. If student does not attend a school within the Mt Vernon City School District, parent/legal guardian must provide the ***most recent*** utility bill showing the current address.

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| ***Applications are only processed at the Education Center located at 165 North Columbus Avenue, Mt Vernon NY Tuesday, Wednesday & Friday from 2:45pm – 3:45pm*** |

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|  | **Maximum**  **Daily Hours** | **Maximum Weekly Hours** | **Maximum**  **Days per Week** | **Permitted**  **Hours** |
| Minors 14-15 years old when in session | 3 Hours – School Days  8 Hours – Other Days | 18 | 6 | 7am – 7pm |
| Minors 14–15 years old participating in a supervised Work Study Program when school is in session | 3 Hours – School Days  8 Hours – Other Days | 23 | 6 | 7am – 7pm |
| Minors 14-15 years old participating in a supervised Work Study Program when school is NOT in session | 8 Hours Any Day | 40 | 6 | 7am – 9pm |
| Minor 16-17 years old when school is in session [In order to work past 10pm on school nights before a school day, both school and parental consent will be required]  [For work past 10pm on a night before a non-school day, only parental consent will be required] | 4 Hours – School Days  8 Hours – Before non-school days, Sunday, and Holidays | 28 | 6 | 6am – 10pm |
| Minors 16-17 years old when school is NOT in session | 8 Hours Any Day | 48 | 6 | 6am – 12am |
| Minors 11-17 years old delivering Newspapers | 4 Hours when school is in session |  |  |  |