



What Forms Do I Need To Start Working?

WORKING PAPERS ARE **NOW** AVAILABLE AT THE GUIDANCE OFFICE, MONDAY THROUGH THURSDAY.

THEY ARE ALSO AVAILABLE AT THE BUSINESS OFFICE ON NORTH STONINGTON ROAD, MONDAY THROUGH FRIDAY

Here's a checklist to use when you're applying for a Statement Of Age or Working Papers:

- Are you at least 16 years old?
(you only have to be 15 years old if you want to work in a retail store during vacation weeks)
- Did an employer write you a promise of employment?
- Do you have proof of your age (birth certificate, baptismal certificate, passport, etc.)?
- Do you have your Social Security card?
- Are you legally allowed to work at the job? (see ["How Old Do I Have To Be To Get A Job?"](#))
- Are you legally allowed to work in that industry? (see ["How Old Do I Have To Be To Get A Job?"](#))
- Are you legally allowed to work the days and hours of the job? (see ["What Hours Can I Work?"](#))

If the answers to all of the above questions are "YES", take your "promise of employment" and proof of your age to the public high school in your town

OR contact your Superintendent of Schools. *You MUST have working papers before you start work.*



How Old Do I Have To Be To Get A Job?

IF YOU'RE 14 OR 15 YEARS OLD, YOU **CAN WORK** IN THESE PLACES:

- ◆ agriculture (farms, orchards, etc.)
- ◆ "street trades" (such as newspaper delivery, shoe shining, baby-sitting, etc.)
- ◆ hospitals (except that you can't work in food service or laundry)
- ◆ rest homes (no food service or laundry)
- ◆ hotels and motels (no food service or laundry)
- ◆ banks
- ◆ insurance companies
- ◆ professional offices (lawyers, accountants, etc.)
- ◆ town offices (recreation departments, libraries, etc.)
- ◆ golf caddies (on a town golf course)
- ◆ acting
- ◆ household chores such as yard work for a private homeowner
- ◆ licensed summer camps

IF YOU'RE 14 OR 15 YEARS OLD, YOU **CAN'T WORK** IN THESE PLACES:

- ◆ restaurants or food service
- ◆ recreational locations
- ◆ manufacturing industries
- ◆ mechanical or service industries
- ◆ retail or grocery stores *
- ◆ theatrical industry
- ◆ barber shops
- ◆ any other business types not listed on the "can work" list above

*15 year-olds can work as baggers, cashiers or stock clerks in retail or grocery stores during **non-school weeks** only. (a "Statement of Age/Working Papers" required) Effective October 1, 2000, 15 year olds can work in **retail food stores on Saturdays only** throughout the school year (maximum 8 hours per day).

There are some exceptions for school-to-career programs, cooperative work experience programs, and city/town summer work-recreation programs. Inquiries about these programs should be directed through your town or city hall.

IF YOU'RE UNDER 18 YEARS OLD, YOU **CAN'T**:

- ◆ make or store explosives
- ◆ drive a car, truck, etc. on the job
- ◆ work in a mine
- ◆ do logging or saw milling
- ◆ use electrical tools, circuits or equipment (except that you can use double insulated hand tools)
- ◆ work in a job that exposes you to radioactive materials
- ◆ use machine-powered hoisting equipment
- ◆ operate powered metal-forming, punching or shearing machines
- ◆ work in slaughtering, or meat packing or processing (this includes using **electric meat slicers**)
- ◆ manufacture brick, tile, clay, or other similar products
- ◆ work in wrecking, demolition, or ship breaking
- ◆ work as a roofer
- ◆ do excavating
- ◆ work in motor vehicle maintenance and repair, EXCEPT that you **CAN**:
 - do island work
 - change tires on passenger cars (no trucks)
 - use air hand tools
 - do sanding and masking to prepare cars for painting (no spray painting or welding)
 - hand clean and wash motor vehicles (without using flammable liquids)
 - do clerical or bench work
- ◆ bottle beverages
- ◆ work in metal processing
- ◆ work in coke or tar products processing

- ◆ work in dry cleaning or laundry activities
- ◆ work in food processing
- ◆ work in construction, **EXCEPT** that you **CAN**:
 - do landscaping (planting small trees, shrubs, etc.)
 - work at general yard work and cleaning (no riding reel lawn mowers)
 - do brush painting and window cleaning (except that you're not allowed to be on ladders over 6 feet, and you're not allowed to work with flammable cleaners, thinners, etc.)
 - do clerical, shipping and stock work
- ◆ do glazing or glass cutting
- ◆ work in heat treating operations or be a heat treating operations helper
- ◆ manufacture ice
- ◆ install, maintain, or repair electrical machinery or equipment
- ◆ manufacture paper, paper products, or paperboard
- ◆ manufacture plastic or plastic products
- ◆ manufacture pharmaceutical products
- ◆ operate foot, hand or power presses
- ◆ work in printing operations
- ◆ do pressure testing
- ◆ work in synthetic fiber manufacturing
- ◆ work in rubber or synthetic rubber products manufacturing or processing
- ◆ do spray painting or dipping
- ◆ work in stone cutting or processing
- ◆ work in leather products processing or tanning
- ◆ work in sewing machine operations using needles over 1/16 inch diameter
- ◆ work in tire recapping, vulcanizing or manufacturing
- ◆ work in textile machinery operations

- ◆ work with trash or cardboard compactors

Note: For more information, call (860) 263-6791.



If you are 14 or 15 years old, you **CAN'T** be employed:

- ◆ during school hours
- ◆ before 7:00 a.m. or after 7:00 p.m., except during the summer (July 1st to Labor Day); then, you can work until 9:00 p.m.
- ◆ more than 3 hours per day on school days or 8 hours per day on non-school days
- ◆ more than 18 hours a week during school weeks or 40 hours a week during non-school weeks

If you are under 18 years old and still attending, but have not graduated, from high school (or some other secondary school) these are the hours you can work (by industry):

 **Restaurants (during school weeks)**

- ◆ 6:00 a.m. to 11:00 p.m. (6:00 a.m. to midnight if you're on school vacation, the day worked is not before a school day, or if you're not attending school)

- ◆ 6 hours per day/32 hours per week
- ◆ 8 hours per day on Friday, Saturday, Sunday

 **Restaurants (during non-school weeks)**

- ◆ 8 hours per day/48 hours per week
- ◆ 6 days per week

 **Recreational, Amusement, and Theater (during school weeks)**

- ◆ 6:00 a.m. to 11:00 p.m. (6:00 a.m. to midnight if you're on school vacation, the day worked is not before a school day, or if you're not attending school)
- ◆ 6 hours per day/32 hours per week
- ◆ 8 hours per day on Friday, Saturday, Sunday

 **Recreational, Amusement, and Theater (during non-school weeks)**


- ◆ 8 hours per day/48 hours per week
- ◆ 6 days per week

 **Manufacturing and Mechanical (during school weeks)**

- ◆ 6:00 a.m. to 10:00 p.m. (6:00 a.m. to 11:00 p.m. if you're on school vacation, the day worked is not before a school day, or if you're not attending school)
- ◆ 6 hours per day/32 hours per week
- ◆ 8 hours per day on Friday, Saturday, Sunday

 **Manufacturing and Mechanical (during non-school weeks)**

- ◆ 8 hours per day/48 hours per week
- ◆ 6 days per week

 **Retail/Mercantile (during school weeks)**

- ◆ 6:00 a.m. to 10:00 p.m. (6:00 a.m. to 11:00 p.m. if you're on school vacation, the day worked is not before a school day, or if you're not attending school; 6:00 a.m. to 12:00 midnight if you work in a supermarket that is 3500 square feet, and there is no school the next

day)

- ◆ 6 hours per day/32 hours per week
- ◆ 8 hours per day on Friday, Saturday, Sunday

 **Retail/Mercantile (during non-school weeks)**

- ◆ 8 hours per day/48 hours per week
- ◆ 6 days per week

 **Hairdressing, Bowling Alley, Pool Hall, or Photography Gallery (during school weeks)**

- ◆ 6 a.m. to 10 p.m.
- ◆ 6 hours per day/32 hours per week
- ◆ 8 hours per day on Friday, Saturday, Sunday

 **Hairdressing, Bowling Alley, Pool Hall, or Photography Gallery (during non-school weeks)**

- ◆ 8 hours per day/48 hours per week
- ◆ 6 days per week

If you are under 18 years old, not attending, and have not graduated from high school (or some other secondary school) these are the hours you can work (by industry):

 **Retail/Mercantile**

- ◆ 8 hours per day/48 hours per week
- ◆ 6 days per week

 **Restaurant, Manufacturing, Mechanical, Recreation, Amusement, and Theater**

- ◆ 9 hours per day/48 hours per week
- ◆ 6 days per week

The above hourly restrictions do not count for work experience you receive in a planned education program.