



All students under 18 years old (minors) who work in New Jersey must have an employment certificate – also called “working papers.”

Crest Memorial School provides the following instructions below for both Wildwood Crest Students and visiting students who have a summer residence in Wildwood Crest.

For your convenience and safety during the current pandemic of COVID-19, NJ working papers will only to be processed electronically until further notice.

INSTRUCTIONS TO COMPLETE WORKING PAPERS

Please read instructions in full and complete the steps in chronological order as outlined. Failure to do so will result in delay of your papers being authorized, and will create additional steps that may prohibit your working papers from being processed. Please remember - ***The CREST MEMORIAL SCHOOL SECTIONS OF THE FORM are completed LAST.*** Once all other steps are completed, you should email your form to be processed.

- Download the required form (A300) by clicking [HERE](#) or accessing the [NJ Department of Labor and Workforce Development website](#)

MINOR (student) WILL COMPLETE:

A. PERSONAL INFORMATION – To be fully completed by applicant and Parent/Guardian. *Minor’s Social Security Number and Parent Signature are required.

B. EMPLOYMENT INFORMATION - Must be completed by your employer.

*Employer Signature is required.

C. PHYSICIAN’S CERTIFICATE - Must be completed by your physician with the date of examination and appropriate box checked.

*Physician’s Signature is required.

D. PROOF OF AGE - Copy Birth Certificate/Passport/Driver’s License

F. ISSUING OFFICER CERTIFICATION (SIGNATURE ONLY) - Minor’s signature is required in this section.

CREST MEMORIAL SCHOOL WILL COMPLETE:

E. SCHOOL RECORD - to be completed by CREST MEMORIAL SCHOOL authorized personnel. ***THIS SECTION IS COMPLETED ONLY AFTER THE FORM IS FILLED OUT COMPLETELY AS INSTRUCTED ABOVE.***

F. ISSUING OFFICER CERTIFICATION - To be completed and signed by CREST MEMORIAL SCHOOL authorized personnel. THIS SECTION IS COMPLETED ONLY AFTER THE FORM IS FILLED OUT COMPLETELY AS INSTRUCTED ABOVE.

Once all the above sections are complete you can email the completed form to workingpapers@crestmem.edu

If all instructions were completed correctly, and all signatures are in the correct spot, your working papers will be processed and returned to you via the email: workingpapers@crestmem.edu

Working papers will be processed within 24 hours if completed accurately.

Thank you for your cooperation as we navigate the remote processing service due to the fluid circumstances surrounding COVID-19.

If you have any questions please call the Crest Memorial School Main Office at (609) 522-1522. All calls are still being received from the hours of 8:30-12:30.