

COTW *Summer Staff*

2020 Employment Paperwork

MINORS UNDER THE AGE OF 18 AS OF JUNE 8, 2020

MANDATORY FORMS

NEW YORK STATE LAWS GOVERNING THE EMPLOYMENT OF MINORS

- ✓ Visit the New York State website for complete details:
<https://www.labor.ny.gov/workerprotection/laborstandards/workprot/minors.shtm>

2020 COTW PARENTAL AUTHORIZATION FORM TO WORK

- ✓ All minors must have permission of a parent or guardian to be employed at CAMP-of-the-WOODS

2020 COTW PARENTAL AUTHORIZATION FORM – PICK-UP

- ✓ The individuals designated on the form shall be authorized to pick up your child
- ✓ At the time of pick-up and to ensure the safety of your child, the adult will be asked to produce government-issued photo identification
- ✓ The minor must sign-in/sign-out at the Personnel Office

IMMUNIZATION RECORD

- ✓ All minors must have their current immunization Record (within the past 12 months) uploaded to their CampBrain account

2020 APPLICATION FOR EMPLOYMENT CERTIFICATE (FOR NEW YORK STATE WORKING PAPERS)

A New York State Working Papers Card for Minors serves as the official employment certificate.

This is a New York State issued document and will need to be printed/completed.

- √ Current and Valid New York State Working Papers Card
 - √ If the minor worked last year and the New York Working Papers Card is still valid please upload the Working Papers Card in CampBrain.
- √ New York State Residents
 - √ Please contact your home school district to obtain the paperwork to begin the process to acquire your Working Papers Card. Once you receive the official New York State Working Papers Card please upload the Working Papers Card in CampBrain.
- √ Out-of-State Residents
 - √ Non-New York State residents are required to obtain a New York State Working Papers Card. **Working Papers Card from your home resident State will not be accepted.**
 - √ Please complete the appropriate sections of the Application for Employment Certificate and upload the form in CampBrain (directions below)
 - √ CAMP-of-the-WOODS will complete the process to obtain the New York State Working Papers Card with one of Camp's local school districts
 - √ Application for Employment Certificate (**sample attached**)
 - ❖ **Part I – Parental Consent: must be completed by parent/guardian**
 - ❖ **Part II – Evidence of Age; and Part V – Schooling Records: must be completed by your home school**
 - ❖ **Part III – Certificate of Physical Fitness Form: must be completed by a physician, physician's assistant, or nurse practitioner and attached to the 2020 Application for Employment Certificate original form. New York State requires a specific Certificate of Physical Fitness Form. Your children's physician must complete the Form. New York State will not accept other Certificate of Physical Fitness Forms!**
 - ❖ **Part IV: will be completed by the CAMP-of-the-WOODS Personnel Office and will begin the process of obtaining New York State Working Papers Card**
 - ❖ **Part V: Do not Complete this Section**
 - ❖ **Part VI: will be completed by New York School**
 - ❖ **Upload form in CampBrain Account**

NYS SCHOOL HEALTH EXAMINATION FORM

- √ All minors are required to have a physical prior to arriving at Camp. Please use the NYS School Health Examination Form (no other form is authorized by the State of New York)