

## Working Papers

Students must bring their completed and signed Promise of Employment from their employer to Tolland High School (One Eagle Hill) or the Tolland Board of Education (51 Tolland Green). The Promise of Employment letter should be printed on company letterhead and it should contain the following information: business contact information, hourly wage, hours per week and a detailed list of tasks.

A minor who wishes to be issued working papers must:

- be 14, 15, 16 or 17 years of age, depending upon the type of employment;

The following documents are listed in order of preference; e.g., a birth certificate is preferred over a driver's license:

- a birth certificate issued by a town official;
- a baptismal certificate that shows date and place of birth;
- a hospital certificate imprinted with the hospital's name;
- an attending physician's certificate;
- a U.S. Census record supported by Notarized Affidavit of Parent;
- a Bible record in existence for five years prior to submission;
- a driver's license;
- a passport when month, day and year of birth are listed; or
- official school records