Working Paper Procedure

STEP 1 Checklist

* Complete Part 1 of APPLICATION FOR EMPLOYMENT CERTIFICATE (remember to have your parent or guardian sign it!!)
* Obtain a note from your doctor stating you are in good health and physically fit for employment.
* Provide a copy of your proof of age/date of birth. Example: birth certificate or state issued ID (**Your Brooklyn Theatre Arts ID is not sufficient**)

STEP 2

Bring all materials to Mr. Brian Holness in the main office, Room 267.

Due to COVIDrestrictions, please scan and email all documents to [BHolness@schools.nyc.gov](mailto:BHolness@schools.nyc.gov)

Be sure to include your contact information and mailing address.