

# WORK PERMIT PROCEDURES

*Anyone under age 18 must have working papers to work at camp.*

Last Updated: September 17, 2013

## **PA Residents:** In order to obtain Working Papers.

- Must be hired by Rock Mountain.
- Complete **Form PDE-4565 (Application for Work Permit)** at your local school office. A parent/guardian must sign the paper in the presence of the school official, OR sign the form in the presence of a notary public and get **Form PDE-4565A (Attestation Document)** notarized.
- Show original proof of age/ID to the school official (Birth Certificate, Driver's License, State Issued ID, or Passport).
- Give RMBC a photocopy of the issued **Work Permit (Blue Card)**.
- MINORS UNDER 16 YRS OF AGE:** Complete **Form LLC-75 (Parental Acknowledgement of Minor's Duties & Hours of Employment)** and return to Rock Mountain Bible Camp before working.

## **NON-PA residents:** In order to obtain Working Papers.

- Must be hired by Rock Mountain.
- Complete **Form PDE-4565 (Application for Work Permit)** from RMBC. A parent/guardian must sign the paper in the presence of the school official (Mtn View), OR sign the Application in the presence of a notary public and get **Form PDE-4565A (Attestation Document)** notarized.
- Appear before the school official at Mountain View High School in Kingsley, PA. **Call school office (570-434-2501 x510)** prior to appearing to ensure the official who processes work permits will be in the office.
- Show original proof of age/ID to the school official (Birth Certificate, Driver's License, State Issued ID, or Passport).
- Give RMBC a copy of the issued **Work Permit (Blue Card)**.
- MINORS UNDER 16 YRS OF AGE:** Complete **Form LLC-75 (Parental Acknowledgement of Minor's Duties & Hours of Employment)** and return to Rock Mountain Bible Camp before working.

### **CHILD LABOR LAWS IN PENNSYLVANIA – CHANGES & UPDATES 2012**

Child Labor Laws were revised in December 2012. Minors (14-17 yrs) will only be issued one Work Permit to cover all employment placements. A physical is no longer required. A parental acknowledgement form must be signed for minors under 16 yrs that each employer must submit to the issuing school. A parent/legal guardian must appear before the school official with the minor, present proof of age, and sign the application in the presence of the school official. In the event a parent/guardian cannot appear before the school official, the Attestation Document must be notarized and submitted along with a signed Application. The minor must still present proof of age with the application to the school official, in person. For more information and to see the entire Child Labor Law, see PA Department of Labor's website: [www.dli.state.pa.us](http://www.dli.state.pa.us) and click on "Labor Law Compliance".

**Keep your Work Permit in a safe place.**

**You must use this permit for every job you have until you are 18 yrs old.**