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**Victoria Armano, Principal
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Milton Javier, Assistant Principal
Janina Morones, Assistant Principal**

Procedures to Receive Working Papers

To complete the Application for Employment Certificate. You will need:

- The Application for Employment Certificate form
- Complete Part I – Parental Consent – be sure to have parent/guardian sign
- Part II – Provide Original Proof of Age (Ex. Birth Certificate, State Issued Photo, ID Driver’s License, Schooling Record)
- Part III – Provide an original Doctor’s Note on the doctor’s letterhead or stationary indicating that the student is physically fit or fit to work (no faxes or copies accepted)
- Provide Signed Social Security Card
- Provide a copy of your School ID

You must send the application and doctors note to Ms. Morones at JMorones@schools.nyc.gov and request a virtual meeting. I will need to verify your Original Proof of Age evidence, School ID, and your Social Security Card during the virtual meeting.

**A C A D E M Y
OF
F I N A N C E & E N T E R P R I S E**