

Looking to earn some extra money, while gaining some useful experience this summer?

We have the answer!

West Windsor – Plainsboro High School North
& High School South PTSA

VOLUNTEER & JOB FAIR FOR
STUDENTS

Wednesday, February 28, 2018

From 4:00 to 7:00 PM

WWP High School South Commons

Come explore many Volunteer/Job opportunities available in our community! Find out if there is a Volunteer/Job that's perfect for you! Be ready to provide your contact information, availability in detail, and any information on prior working experience.



STUDENT RESUME FOR SUMMER JOB FAIR

(Please complete and bring approximately 10 copies with you to the job fair. Do not feel you need to complete every line. It is just to give employers some basic information. Please type or write clearly)

PERSONAL INFO	
NAME:	CURRENT YEAR and Age (Fresh, Soph, Jr, Sr):
STREET ADDRESS	
CITY, STATE, ZIP	
E MAIL ADDRESS	
TELEPHONE NUMBER	
NAME OF HIGH SCHOOL	
CAN DRIVE or NOT	
PREVIOUS WORK EXPERIENCE	
ORGANIZATION NAME	
JOB DESCRIPTION	
PERIOD OF EMPLOYMENT	
ORGANIZATION NAME	
JOB DESCRIPTION	
PERIOD OF EMPLOYMENT	
VOLUNTEER HISTORY	
ORGANIZATION NAME	
VOLUNTEER DESCRIPTION	
TIME OF PARTICIPATION	
ORGANIZATION NAME	
VOLUNTEER DESCRIPTION	
TIME OF PARTICIPATION	
EXTRACURRICULARS (sports, music, clubs, etc)	
ACTIVITY	
ACTIVITY	
SPECIAL SKILLS	
Examples include: Lifeguarding Certification, CPR, First Aid, Proficient in Computer Programming, Database Experience, Speaks A Foreign Language, Honors or Awards Received, etc	
AVAILABILITY IN DETAIL (Dates, Days of the week & hours)	
Spring	
Summer	
Fall	

Instructions To Complete Working Papers

All employees under the age of 18 are required by the NJ Department of Labor to complete a set of Working Papers for each job they have during the year (so if you have a summer job, and then a different job in the school year, you need to complete the form twice). And must complete a new set every year (even if you are working at the same place).

1. Obtain a blank set of working papers from your high school office or guidance office. If you attend a private school, you must obtain a blank set from the high school you are districted to attend.
2. Complete the personal information section at the top.
3. Have your employer complete their section re: wages and hours to be worked
4. Then have a parent sign the form after the employer has completed their section (this confirms that they are aware of hours and salary expected)
5. Take it to the doctor to get for their signature to show you are physically fit to work.
6. After the doctor signs it, return them to the guidance office with one of the documents listed in Section D on the working papers so you can show proof of age (e.g. - a passport or driver's license).
7. The school may hold on to them for a few days so the principal can sign them.
8. Once they are completely signed, you must return a copy of the working papers to your employer. They are required to keep a copy on record.

Depending on your school, a copy of the working papers may be sent directly to the employer, or you may be required to pick them up when they are finished and you mail the copy directly to your employer. Please check with your school to determine their policy.

For more information, check out the following:

<http://www.state.nj.us/education/cte/sle/WorkingPapersHandbook.pdf>