

# Employment for Minors (under age 18)

There are many employment opportunities for candidates under the age of 18 at Chautauqua Institution and the Athenaeum Hotel. To review our minor-friendly opportunities, visit the [Find Opportunities](#) page, and enter the word “minor” in the search function at the top of the page. The minimum age requirement for the position is listed in the job summary.

## Chautauqua Institution

Company Location ▾Job Category ▾Schedule ▾

## New York State Employment Certificates for Minors (Under Age 18)

Minors working must have an original and unexpired employment certificate (or “working papers”) when employed in New York State:

Minor Age Category	Employment Certificate or Permit Issued
Ages 16–17 (Enrolled in School)	Student General Employment Certificate - (AT-19) - Green
Ages 16–17 (Not Enrolled in School)	Full-Time Employment Certificate - (AT-20) - Salmon
Ages 14–15	Student Non-Factory Employment Certificate - (AT-18) - Blue
Ages 11–18	Newspaper Carrier Certificate - (AT-23) - Buff

School districts in New York State are responsible for issuing employment certificates. Employers are required by law to keep an **original employment certificate** on file for minors, except Newspaper Carriers (see below).

## RESOURCES

- Obtaining Working Papers in New York State [View Website](#)
- New York State “Laws Governing the Employment of Minors” [View Booklet](#)
- Application for Employment Certificate (AT-17) [View AT-17 Application](#)
- Application for a Newspaper Carrier Permit (AT-22) [View AT-22 Application](#)
- Physical Fitness Certification (AT-16) [View AT-16 Form](#)  
*Alternatively, provide documentation of a doctors exam within the last 12 months indicating the minor is physically fit. A physical given at a school within the last 12 months for sports will count for the physical exam.*
- Parent/Guardian Statement of Consent (LS650) [View LS650 Form](#) (if applicable)  
*Consent LS650 applies to minors, 16–17 years old, who will work between the hours of 10 p.m. and midnight. Notarized signature required.*

## How to apply for an Employment Certificate

1. Complete the Employment Certificate application. The application requires:
  - a. The parent/legal guardian to complete part 1.
  - b. Proof of ID, age and social security number for the minor.
  - c. Proof of physical examination within the last 12 months by a physician authorized to practice in NY.
2. Return the completed form and bring the required documents (proof of age and physical examination), to the school district\* guidance office. The student needs to be present for the school district to issue an initial work permit, which is typically completed on the spot during the visit. Contact the guidance office to confirm whether or not the parent/guardian must also be present.
  - a. Please call the school district in advance of your visit to ensure staff is available to meet with you, complete the application, and issue the work permit.
  - b. If the minor is no longer enrolled in school, the parent/guardian must attend the appointment with the issuing school district to obtain full-time working papers.
3. Deliver the original work permit during normal business hours to Chautauqua Institution’s Human Resources Office in the Colonnade building on 1 Ames Avenue in Chautauqua, New York. Appointments are appreciated at 716-357-6228. Human Resources must keep the work permit on file, for the duration of employment. For Newspaper Carrier Permits, the carrier must keep the certificate in their possession during work. Newspaper carriers at *The Chautauquan Daily* are not employees of Chautauqua Institution.

**\*New York State Residents:** Apply for working papers through your school district.

**\*Out of State Residents:** Complete the appropriate form(s) and make an appointment with Chautauqua Lake Central School District (CLCS) to obtain an employment certificate. Chautauqua Lake School District is generally available to issue working papers on most school days and summer weekdays from 8 a.m. to 2:30 p.m. Please call ahead to ensure availability. For information about CLCS and working papers, [click here](#).

Chautauqua Lake Central School District  
100 North Erie St. Mayville, NY 14757

Contact: Registrar's Office at 716-753-5910 or Secondary School Office at 716-753-5881

## Hours of Employment for Minors

Minors may not be employed during the hours they are required to attend school. Below is a summary of permitted hours when school is not in session. For details on the New York State laws governing permitted working hours for minors, [click here](#).

Permitted Work Hours for Minors – School is Not in Session		
<b>14–15 Years of Age</b>	<b>16–17 Years of Age</b>	<b>Newspaper Carriers 11–18 Years of Age</b>
Maximum: 40 hours/week	Maximum: 48 hours/week	
Cannot work: <ul style="list-style-type: none"><li>• after 9 p.m. or before 7 a.m.</li><li>• more than 8 hours on any day</li><li>• more than 6 days in any week</li></ul>	Cannot work: <ul style="list-style-type: none"><li>• after 9 p.m. or before 7 a.m.</li><li>• more than 8 hours on any day</li><li>• more than 6 days in any week</li></ul>	Cannot work: <ul style="list-style-type: none"><li>• after 7 p.m. or before 5 a.m. or 30 minutes prior to sunset, whichever is later</li><li>• more than 5 hours on any day</li></ul>

## Minors in a New Age Bracket

The employment certificate is based on the minor's age and must be updated as needed. For example, when the minor turns 16, the minor must obtain new working papers (e.g., from 'blue' to 'green' working papers). The updated working papers must be provided to Chautauqua Institution as soon as the next scheduled shift following the birthday.

Parents/legal guardians should proactively anticipate scheduling a physical and obtaining updated working papers if the minor will have a birthday which requires new working papers during the minor's employment with Chautauqua Institution. The minor will be contacted by Human Resources or management in advance as a reminder.

## Return of New York State Work Permit

Chautauqua Institution does not retain the original working papers after the conclusion of employment. In most cases Chautauqua Institution will return the work permit by mail to the minor's address on file.

## Notary Locations

Notary locations near Chautauqua Institution include:

Chautauqua Lake School  
100 North Erie Street  
Mayville, NY 14757

Chautauqua Institution  
[Notary Services](#)

M&T Bank  
76 S. Erie Street  
Mayville, NY 14757

## Questions

You are welcome to contact the Human Resources Department with questions at [employment@chq.org](mailto:employment@chq.org) or 716-357-6229.