

TOWNSHIP OF MIDDLETOWN

DELAWARE COUNTY, PENNSYLVANIA

(610) 565-2700

FAX (610) 566-3640

27 N. PENNELL ROAD
P.O. BOX 157, LIMA, PA 19037-0157

PROCEDURES FOR OBTAINING "WORKING PAPERS"

All applicants for membership in the Middletown, Lenni Heights and Lima Fire Company volunteer fire, rescue and EMS service, who are students and less than 18 years of age, must obtain an Employment Certificate (Working Papers) pursuant to requirements of the U.S. Department of Labor - Federal Child Labor Laws and the Pennsylvania Department of Labor - Child Labor Laws prior to participating in fire company activity. Working Papers are issued by the applicant's home school district.

Students age 14 and 15 are issued a Vacation Employment Certificate dedicated to a single place of employment. Students age 16 and 17 are issued a Transferable Work Permit, which they carry with them and which is good for multiple employers.

1. Pick up an application package for an Employment Certificate/Work Permit from your school district. Proof of age is required at this time. The application form must be signed by the minor's parent or guardian, in the presence of the issuing officer at the school office. The main office at Penncrest High School issues Working Papers in the Rose Tree Media School District.
2. Middletown Township is the actual and legal employer of all Township volunteer fire, rescue and EMS personnel. Take the partially completed application to the Township Building. The Fire Marshal is the designated staff person who will complete and sign the employer portion of the application form. The Fire Marshal will not complete and sign the application form until it contains the parent's signature or a notarized "Attestation Document", (on a form supplied by the school office) completed by the parents, is submitted.
3. A medical physical is also required. After the physical, have your doctor complete and sign the appropriate portion of the application form.
4. Take the fully completed application form back to the school district office at which time the appropriate Employment Certificate/Work Permit will be issued.
5. In the case of a Vacation Employment Certificate, the School District will mail the Certificate directly to Middletown Township. In the case of a Transferable Work Permit, the Certificate will be immediately issued to you. Take the Certificate back to the Township Building. The Fire Marshal will make and keep a copy of your Transferable Work Permit.

Congratulations on your choice of becoming an emergency response volunteer! Hopefully, you will find this service mentally and physically fascinating, challenging and rewarding. Whether you serve for just a short time or stay and grow in emergency

service over an extended period; your commitment to assisting those in need in our community should continue to be a source of personal pride and satisfaction.