

A "Statement of Intent to Employ Minor and Request for Work Permit" form must be completed before a "Permit to Employ and Work" form can be issued to a minor. (California Education Code 49110.1[c]) **Upon receiving this form, the student's grades and attendance will be checked. A 2.0 GPA or higher and good attendance is required to obtain a work permit. Once this form is dropped off, the work permit will be ready the following day. The student MUST be present when picking up their work permit.**

→ Minor's Information

Minor's Name (<i>Print</i>)		Home Phone	
Birth Date	Social Security Number	Grade	Age
Home Address		City	Zip Code

School Information		
Prospect High School <small>School Name</small>	(408) 626-3408 <small>School Phone</small>	
18900 Prospect Rd <small>School Address</small>	Saratoga <small>City</small>	95070 <small>Zip Code</small>

→ To be filled in and signed by employer

Business Name or Agency of Placement		Business Phone	
Business Address		City	Zip Code

Maximum number of hours of employment when school is in session:

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Describe nature of work to be performed: _____							

In compliance with California labor laws, this employee is covered by worker's compensation insurance. This business does not discriminate unlawfully on the basis of race, ethnic background, religion, sex, sexual orientation, color, national origin, ancestry, age, physical handicap, or medical condition. I hereby certify that, to the best of my knowledge, the information herein is correct and true.

Employer's Name (<i>Print</i>)	Employer's Signature	Date
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→ To be filled in and signed by parent or legal guardian

This minor is being employed at the place of work described with my full knowledge and consent. I hereby certify that to the best of my knowledge and belief, the information herein is correct and true. I request that a work permit be issued.

Parent or Legal Guardian's Name (<i>Print</i>)	Parent or Legal Guardian's Signature	Date
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For authorized work permit issuer use ONLY	
<p style="text-align: center;">Aeries, School Database</p> <p>Proof of Minor's Age (<i>Evidence Type</i>) _____</p> <p>Verifying Authority's Name and Title (<i>Print</i>) _____</p> <p>Verifying Authority's Signature _____</p>	<p>Check Permit Type:</p> <p>1. Full-time _____ 3. Workability _____</p> <p>2. Work Experience _____ 4. Restricted _____</p> <p style="padding-left: 20px;">Education _____</p> <p>5. Summer _____</p> <p>Restrictions/Provisions: _____</p>

STATEMENT OF INTENT TO EMPLOY MINOR AND REQUEST FOR WORK PERMIT

CDE B1-1 (REV. 04-10)

General Summary of Minors' Work RegulationsFLSA-Federal Labor Standards Act, CDE-California Department of Education, EC-California *Education Code*, LC-California *Labor Code*

- **If federal laws, state laws, and school district policies conflict, the more restrictive law (the one most protective of the minor) prevails. (FLSA)**
- Employers of minors required to attend school must complete a "Statement of Intent to Employ Minor and Request for Work Permit" (CDE B1-1) for the school attendance for each such minor. (EC 49162)
- Employers must retain a "Permit to Employ and Work" (CDE B1-4) for each such minor. (EC 49161)
- Work permits (CDE B1-4) must be retained for three years and be available for inspection by sanctioned authorities at all times. (EC 49164)
- A work permit (CDE B1-4) must be revoked whenever the issuing authority determines the employment is illegal or is impairing the health or education of the minor. (EC 49164)
- A day of rest from work is required in every seven days, and shall not exceed six days in seven. (LC 551, 552)
Minors under the age of 18 may not work in environments declared hazardous or dangerous for young workers, examples listed below: (LC 1285-1312)
 1. Explosive exposure
 2. Motor vehicle driving/outside helper
 3. Roofing
 4. Logging and sawmilling
 5. Power-driven woodworking machines
 6. Radiation exposure
 7. Power-driven hoists/forklifts
 8. Power-driven metal forming, punching, and shearing machines
 9. Power saws and shears
 10. Power-driving meat slicing/processing machines

HOURS OF WORK

16 & 17 Year Olds	14 & 15 Year Olds	12 & 13 Year Olds
Must have completed 7 th grade to work while school is in session. (EC 49112)	Must have completed 7 th grade to work while school is in session (EC 49112)	Labor laws generally prohibit non-farm employment of children younger than 14. Special rules apply to agricultural work, domestic work, and the entertainment industry. (LC 1285-1312)

School In Session

4 hours per day on any school day (EC 49112; 49116; LC 1391) 8 hours on any non-school day or on any day preceding a non-school day. (EC 49112; LC 1391) 48 hours per week (LC 1391) WEE students & personal attendants may work more than 4 hours on a school day, but never more than 8. (EC 49116; LC 1391, 1392)	3 hours per school day outside of school hours (EC 49112, 49116; LC 1391) 8 hours on any non-school day No more than 18 hours per week (EC 49116; LC 1391) WEE students may work during school hours & up to 23 hours per week. (EC 49116; LC 1391)	2 hours per school day and a maximum of 4 hours per week. (EC 49112)
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School Not In Session

8 hours per day (LC 1391, 1392) 48 hours per week (LC 1391)	8 hours per day (LC 1391, 1392) 40 hours per week (LC 1391)	8 hours per day (LC 1391, 1392) 40 hours per week (LC 1391)
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Spread of Hours

5 a.m.-10 p.m. However, until 12:30 a.m. on any evening preceding a non-school day (LC 1391) WEE students, with permission, until 12:30 a.m. on any day (LC 1391.1) Messengers: 6 a.m.-9 p.m.	7 a.m.-7 p.m., except that from June 1 through Labor Day, until 9 p.m. (LC 1391)	7 a.m.-7 p.m., except that from June 1 through Labor Day, until 9 p.m. (LC 1391)
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For more information about child labor laws, contact the U.S. Department of Labor at <http://www.dol.gov/>, and the State of California Department of Industrial Relations, Division of Labor Standards Enforcement at <http://www.dir.ca.gov/DLSE/dlse.html>.