

Statement of Intent to Employ Minor and Request for Work Permit
NOT A WORK PERMIT – PRINT ALL INFORMATION EXCEPT SIGNATURES

Part 1: For Minor to complete

Print Name of Minor (Last Name, First Name) _____ Social Security Number _____
Street Address _____ City _____ Zip Code _____
Home Telephone: _____ Grade: _____
Minor's date of birth: Month _____ Day _____ Year _____ Age: _____ Proof of Age: School Records

Type of Work Permit Requested, Check one

Regular Work Experience Vacation Exempt Other (Specify)

Part 2: For Employer to Complete All Information (Print Information)

Company Name _____
Kind of work minor to perform _____ Employer's Telephone _____
Street Address _____ City _____ Zip Code _____
Starting Wage _____
Maximum number of hours of employment
Sun ___ Mon ___ Tues ___ Wed ___ Thurs ___ Fri ___ Sat ___ Weekly _____

Employer's Workers Compensation Insurance Company _____
This business does not discriminate unlawfully on the basis of race, ethnic background, religion, sex, 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.
Supervisor's signature _____ Date: _____
Supervisor's name (printed or typed) _____

Part 3: For Parent/Guardian to Complete

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, the information herein is correct and true. I request that a work permit be issued.

In addition to this employer, my child is working for: _____

Signature of parent or guardian _____ Date _____

Parent or Guardian's name (Printed or Typed) _____

Office Check to verify Parent/Guardian Signature _____ Date: _____

Part 4: For Educational Advisor to Complete

GPA Semester: _____ Cumulative GPA: _____
(Minimum requirement: 2.0 GPA per semester and cumulative 2.0 GPA)
Cumulative Credits: _____ *(Must be on track to graduate with class)*
Citizenship: #Unsatisfactory Last Semester: _____ *(More than 1 = Disapproval)*
Period Truancy# _____ **(More than 10 hours = Disapproval)**
All Day Truancy _____ **(More than 3 = Disapproval)**
Approved on: _____ ASB/Textbook/Library Fines ()Y = Disapproval ()N
Disapproved on: _____ Reason: _____

Agencies Controlling Employment of Minors

State child labor laws and the child labor provisions of the federal Fair Labor Standards Act (FLSA) govern most California employers.

If federal laws, state laws and school district policies conflict, the more restrictive law (that which is most protective of the employee) prevails.

Summary of Minors' Work Regulations

Generally, minors must attend school until age 18 unless they are 16 years or older and have graduated from high school or received a state Certificate of Proficiency.

Minors under the age of 18 may not work in occupations declared hazardous for young workers as listed below.

- | | |
|--|---|
| 1. Explosives | 10. Radiation exposure |
| 2. Motor vehicle driving/outside helper | 11. Wrecking, demolition |
| 3. Power baking machines | 12. Power-driven hoists/forklifts |
| 4. Coal mining | 13. Roofing |
| 5. Power-driven paper products/paper bailing | 14. Power-driven metal forming, punching, and shearing machines |
| 6. Logging and saw milling | 15. Excavation operation |
| 7. Manufacturing brick, tile products | 16. Other mining |
| 8. Power-driven woodworking machines | 17. Power-driven meat slicing/processing |
| 9. Power saws and shears | |

For more information about hazardous occupations, contact the U.S. Department of Labor (Child Labor Bulletins 101 and 102) and the California Department of Industrial Relations, Division of Labor Standards Enforcement. Regional offices are located in several California cities. They are listed in the "Government Listings" sections of telephone directories.

Labor laws set the basic minimum age of 16 years for general employment. Persons younger than 16 years are allowed to work only in limited, specified occupations, which exclude baking, manufacturing, processing, construction, warehouse, and transportation occupations.

Labor laws applicable to adult employees are also generally applicable to minor employees, including workers' compensation insurance requirements.

Child labor laws do not generally apply to minors who deliver newspapers or work at odd jobs, such as yard work and baby-sitting, or in private homes where the minor is not regularly employed.

Employers of minors required to attend school must complete a "Statement of Intent to Employ Minor and Request for Work Permit" (form B1-1) for the school district of attendance for each such minor. Employers must themselves have on file for each such minor a "Permit to Employ and Work" (form B1-4). Work permits (B1-4) must be open at all times for inspection by sanctioned authorities.

A work permit (B1-4) must be revoked whenever the issuing authority determines the employment is illegal or is impairing the health or education of the minor.

Hours of Work

Age 16 – 17 When school is in session: Daily maximum 4 hours, Monday through Thursday. May work up to 8 hours on any non-school day or on any day that precedes a non-school day. May be permitted to work up to 48 hours per week.

Students in Work Experience Education programs may be permitted to work a maximum of 8 hours on a school day.

Work must be performed between 5:00 a.m. and 10:00 p.m. except that work may extend to 12:30 a.m. on nights preceding non-school days. Students in Work Experience Education programs may be authorized to work until 12:30 a.m. on nights preceding school days.

Age 14 – 15 When school is in session: Daily maximum 3 hours. Weekly maximum 18 hours, except 23 hours if students are in Work Experience Education programs. Generally may not work during school hours except in Work Experience Education programs.

When school is not in session: Daily maximum 8 hours and weekly maximum 40 hours.

May work from 7:00 a.m. to 7:00 p.m. any day of the week. May work from 7:00 a.m. to 9:00 p.m. from June 1 to Labor Day.

Younger than Age 14: Labor laws generally prohibit non-farm employment of children younger than 14. Special rules apply to agricultural work, domestic work and the entertainment industry.

A day of rest from work is required if the total hours worked per week exceed 30 or if more than 6 hours are worked on any one-day during the week.