

Statement of Intent to Employ Minor and Request for a Work Permit

THIS IS NOT A WORK PERMIT – PRINT ALL INFORMATION EXCEPT SIGNATURES

BRING AN I.D. WITH DOB, ATTENDANCE, AND GRADE PRINTOUT AT THE TIME OF APPLICATION SUBMISSION

1 For Minor to Complete:

Minor's Name (Print Last Name First) _____ Birth Date _____ Age _____ Grade _____ School ID _____ Social Security Number _____

Address _____ City _____ Zip Code _____ () _____
Home or Cell Phone Number _____

High School _____ (661) _____ - Ext. _____ Wk Exp. Office _____

City _____, CA _____ Zip _____ FAX (661) _____ - Attn: _____

2 For Parent 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.

(Estoy enterado y he dado mi consentimiento para que este joven, menor de edad, sea contratado para recibir empleo en el lugar de trabajo que se ha descrito. Por medio de la presente, y atestiguo que, segun mi entender, toda la informacion aqui contenida es correcta y verdadera. Yo mismo solicito que se ortogue un permiso de trabajo.)

In addition to this employer, my child is working for: _____
(Ademas de este trabajo, mi hijo ya trabaja para:) Name of Business (2nd Job) (Nombre del Negocio)

Signature of Parent or Legal Guardian (*Firma su Padre o Guardian Legal*) _____ Date (*Fecha*) _____

3 For Employer to Complete:

Business Name _____ Street Address _____ City _____ Zip Code _____
() - _____

Business Phone _____ Minor's Work Duties (title) _____ Hourly Wage _____

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

Mon. ___ Tues. ___ Wed. ___ Thurs. ___ Fri. ___ Sat. ___ Sun. ___ **Weekly Hrs:** _____

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, 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 _____ Supervisor's Name (**print**) _____

4 For School to Complete:

HOME SCHOOL: _____

Student Records:
Evidence of minor's age: SASI _____ DMV _____ BC _____ Grade Level _____ GPA _____ Qtr. 1 2 3 4

Permit Type:
Regular _____ Wk. Exp. Ed. _____
Vacation _____ Other (Specify) _____

Signature of Verifying Authority _____

General Summary of Minor's Work Regulations

- If Federal Laws, State laws and school district policies conflict, the more restrictive law (that which is most protective of the employee) prevails.
- Generally, minors must attend school until the age of 18 unless they are 16 years or older and have graduated from high school or received a State Certificate of Proficiency.
- 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.
- Work permits (B1-4) must be retained for three years and 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.

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

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

For more complete 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.

- Minors younger than 16 years are allowed to work only in limited, specified occupations which exclude baking, manufacturing, processing, construction, warehouse, and transportation occupations.
- In addition to safety regulations, 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.
- 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.

Hours of Work

16-17 year olds - 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. A maximum of 25 hours per week total per AVUHSD.

Students in Work Experience Education or cooperative vocational education programs may be permitted to work 6 hrs. per day and a maximum of 8 hours on a school day with special permission. A maximum of 40 hours per week total per AVHSD.

When school is not in session: May work up to 48 hours per week but no more than 8 hours in any one day.

Work must be performed no earlier than 5 a.m. nor later than 10 p.m. except that work may extend to 12:30 on nights preceding non-school days. Students in Work Experience Education or cooperative vocational education programs may be authorized to work until 12:30 a.m. on nights preceding school days with specified written permission.

14-15 year olds - When school is in session: On School days daily maximum is 3 hours. On non-school days may work 8 hours. Weekly maximum is 18 hours. Students in work experience Education and career exploration programs may work up to 23 hours per week.

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

May not work during public school hours except student s in Work Experience Education or career exploration programs. Work must be performed no earlier than 7 a.m. nor later than 7 p.m. any day of the week. From June 1st to Labor Day work hours may be extended to 9 p.m.

Younger than 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.