

STATE OF CALIFORNIA DEPARTMENT OF EDUCATION  
STATEMENT OF INTENT TO EMPLOY A MINOR AND REQUEST FOR A WORK PERMIT-CERTIFICATE OF AGE  
CDE Form B1-1 (Rev. 02-14)

A "STATEMENT OF INTENT TO EMPLOY A MINOR AND REQUEST FOR A WORK PERMIT-CERTIFICATE OF AGE" form (CDE Form B1-1) shall be completed in accordance with California Education Code 49162 and 49163 as notification of intent to employ a minor. This form is also a Certificate of Age pursuant to California Education Code 49114.

(Print Information)

**Minor's Information**

Minor's Name (First and Last)	Home Phone	Grade	
Home Address	City	Zip Code	
Birth Date	Social Security Number	Age	Student's Signature

**School Information**

School Name	School Phone	
School Address	City	Zip Code

**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.

Parent's Name (Print First and Last)	Parent's Signature	Date
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**To be filled in and signed by employer**

Business Name or Agency of Placement	Business Phone	Supervisor's Name
Business Address	City	Zip Code

Employer's Maximum Expected Work Hours: \_\_\_\_\_ hours per day \_\_\_\_\_ hours per week

Describe nature of work to be performed:

Worker's Compensation Provider: \_\_\_\_\_

*In compliance with California labor laws, this employee is covered by workers' 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 (Print First and Last)	Employer's Signature	Date
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**For authorized work permit issuer use ONLY**

Maximum number of work hours when school is in session:

Mon	Tues	Wed	Thur	Fri	Sat	Sun	Total
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Proof of Minor's Age (Evidence Type)

Verifying Authority's Name and Title (Print)

Verifying Authority's Signature

Maximum number of work hours when school is not in session:

Mon	Tues	Wed	Thur	Fri	Sat	Sun	Total
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Check Permit Type:

- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/> Full-time  | <input type="checkbox"/> Work Experience Education, Vocational Education, or Personal Attendant |
| <input type="checkbox"/> Restricted |   |
| <input type="checkbox"/> General    | <input type="checkbox"/> Workability  |

## SECTION 5000 BOARD POLICY STUDENTS BP 5113.2

### STUDENT WORK PERMITS

The Superintendent or designee shall ensure that the requested work hours do not exceed the maximum work hours specified in law based on the student's age and whether the employment will occur while school is in session and/or not in session. (Education Code 49111, 49112, 49116; Labor Code 1391-1391.1; 29 CFR 570.35)

Full-time employment may be authorized for students age 14-17 only in accordance with Education Code 49130-49135. (cf. 6184 - Continuation Education)

Criteria for work permits:

#### I. Students 16 and 17 Years of Age

A. The District requires the student maintain a 2.0 GPA each 9 weeks during the District's school year. The student must submit proof of course grades each 9 weeks to the Principal's designee or Work Experience teacher at the school that has issued the work permit.

#### B. Amount of Hours

1. Work Permit Students: A policy of 28 hours per week.
2. Work Experience Students: Student can work up to 35 hours per week.

#### C. Spread of Hours

1. Work Permit Students:
  - a. Monday-Thursday, 4 hours until 10:00 pm.
  - b. Friday, Saturday, or a day before a non-school day, 8 hours until 12:30 a.m.
  - c. Sunday—8 hours until 10:00 p.m.
2. Work Experience Students
  - a. Monday-Thursday, 6 hours until 10:00 p.m.
  - b. Friday, Saturday, or a day before a non-school day, 8 hours until 12:30 a.m.
  - c. Sunday—8 hours until 10:00 p.m.

#### II. Students 14 and 15 Years of Age

A. The District requires the student to maintain a 2.0 GPA each 9 weeks during the District's school year. The student must submit proof of course grades each 9 weeks to the Principal's designee or the Work Experience teacher at the school that has issued the work permit.

B. Maximum of 18 hours per week.

C. Monday - Thursday, 3 hours a day until 7 p.m.

D. Friday, Saturday, or a non-school day, 8 hours until 9:00 p.m.

E. Sunday, 8 hours until 7:00 p.m.

Minors shall not be approved to work in environments declared hazardous or dangerous for young workers or otherwise prohibited by child labor laws. (Labor Code 1290-1298; 29 CFR 570.33, 570.50-570.72)

All work permits shall be issued in a format approved and authorized by the CDE. (Education Code 49117)

Each permit shall authorize work for a specific employer. Whenever a student changes employers, he/she shall request a new permit.

The student may be issued more than one work permit if he/she works concurrently for more than one employer, provided that the total number of hours worked does not exceed the total number of hours allowed by law and the district.

Whenever a work permit is issued by a principal or other designated school administrator, the principal or designee shall submit to the Superintendent a copy of each work permit he/she issues, along with a copy of the application. (Education Code 49110)

The Superintendent or designee shall periodically inspect the grades and attendance records of students granted work permits to ensure maintenance of academic progress and any additional criteria established in Board policy.

#### Expiration of Work Permits

Work permits issued during the school year shall expire five days after the opening of the next succeeding school year. (Education Code 49118)

#### Revocation of Work Permits

The Superintendent or designee shall revoke a student's work permit whenever he/she determines that employment is interfering with the student's education, that any provision or condition of the permit is being violated, or that the student is performing work in violation of law. (Education Code 49116, 49164)

The Superintendent may revoke a work permit issued by a principal of a public or private school located within the district if the Superintendent becomes aware of any grounds upon which the student may be deemed ineligible for a work permit under law. (Education Code 49110)

#### Legal Reference:

EDUCATION CODE: 49112 School days - 49116 Maximum work outside school hours

LABOR CODE 1391 / 1392

**REVISED: 12/1/16 ADOPTED: 12/14/16 - REVISED: 1/18/17 (2nd reading waived)**