

# Work Permit Application

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 ( <i>First and Last</i> )	Home Phone	Grade
Home Address	City	Zip Code
Birth Date	Social Security Number	Age
		Student's Signature

### School Information

Local School Site	School Site Phone	
400 Encinal St.	Santa Cruz	95060
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 ( <i>Print First and Last</i> )	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: _____		

*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 ( <i>Print First and Last</i> )	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: <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;">Mon</td><td style="width: 5%;">Tues</td><td style="width: 5%;">Wed</td><td style="width: 5%;">Thur</td><td style="width: 5%;">Fri</td><td style="width: 5%;">Sat</td><td style="width: 5%;">Sun</td><td style="width: 10%;">Total</td> </tr> </table>	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Total	Maximum number of work hours when school is not in session: <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;">Mon</td><td style="width: 5%;">Tues</td><td style="width: 5%;">Wed</td><td style="width: 5%;">Thur</td><td style="width: 5%;">Fri</td><td style="width: 5%;">Sat</td><td style="width: 5%;">Sun</td><td style="width: 10%;">Total</td> </tr> </table>	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Total
Mon	Tues	Wed	Thur	Fri	Sat	Sun	Total										
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<b>School Records</b> Proof of Minor's Age ( <i>Evidence Type</i> ) _____ Verifying Authority's Name and Title ( <i>Print</i> ) _____ Verifying Authority's Signature _____	<b>Check Permit Type:</b> <input type="checkbox"/> Full-time <input type="checkbox"/> Restricted <input type="checkbox"/> General <input type="checkbox"/> Work Experience Education, Vocational Education, or Personal Attendant <input type="checkbox"/> Workability																

**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>.

**STATEMENT OF INTENT TO EMPLOY A MINOR AND REQUEST FOR WORK PERMIT—****CERTIFICATE OF AGE**

CDE B1-1 (Rev. 07-10)

**General Summary of Minors' Work Regulations**

FLSA-Federal Labor Standards Act, CDE-California Department of Education, *EC-California Education Code*, *LC-California Labor Code*, *CFR-California Federal Regulations*

- **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 a 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 1294.1 and 1294.5, 29 CFR 570 Subpart E*)
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**

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

**School In Session**

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

8 hours per day ( <i>LC 1391, 1392</i> ) 48 hours per week ( <i>LC 1391</i> )	8 hours per day ( <i>LC 1391, 1392</i> ) 40 hours per week ( <i>LC 1391</i> )	8 hours per day ( <i>LC 1391, 1392</i> ) 40 hours per week ( <i>LC 1391</i> )
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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-schoolday ( <i>LC 1391</i> ) WEE students, with permission, until 12:30 a.m. on any day ( <i>LC 1391.1</i> ) 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. ( <i>LC 1391</i> )	7 a.m.–7 p.m., except that from June 1 through Labor Day, until 9 p.m. ( <i>LC 1391</i> )
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# Work Experience Education Contract

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

School Site \_\_\_\_\_ Graduation Year \_\_\_\_\_

Employer \_\_\_\_\_ Employer Phone \_\_\_\_\_ Work Supervisor \_\_\_\_\_

Employer Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

## Responsibilities of the Student:

- The student will:
- Obtain a work permit, if under 18 years of age
  - Maintain satisfactory grades, good citizenship, and regular attendance.
  - Arrange a work/school schedule so as to have ample time for study and rest. This program requires health and energy.
  - Observe and perform assigned tasks appropriate to this workplace in a cooperative and courteous manner.
  - Notify the employer in advance if illness or emergency prevents work attendance
  - Consult the Work Experience Coordinator before quitting or changing jobs, and notify the coordinator when changes are made.
  - Turn in timesheets a/check stubs as required by the Work Experience Coordinator.
  - Attend related instruction classes and complete assignments as required.

Printed Student Name \_\_\_\_\_

Student signature \_\_\_\_\_ Date \_\_\_\_\_

## Responsibilities of the Parent/Guardian:

- The parent/guardian will:
- Approve the students job and enrollment in the Work Experience Education Program
  - Assist the student in complying with the above student responsibilities
  - Relieve the Board of Education, the school District and any employees thereof of any liability in connection with claims arisen at an off-campus job.
  - Assume full responsibility for the student and his/her actions during the time that he/she is in transit between the school, the place of employment ,or his /her home

Printed Parent/Guardian Name & Phone \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## Responsibilities of the School:

- the Work Experience Ed Teacher-Coordinator will:
- Inform the student of program rules and regulations and issue a work permit (if a minor) for the approved training site.
  - Verify the student is eligible to enroll in Work Experience Education
  - Visit the workplace to assist the employer in evaluating student performance and to off guidance to the student if needed.
  - Grant school credits as determined in the Work Experience Education District Plan meeting the minimum requirements for hours and weeks of work, the requirements of Related Classroom Instruction and attendance, and employer evaluations.

Printed Name of Work Experience Ed Teacher-Coordinator \_\_\_\_\_

Work Experience Ed Teacher-Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_

## Responsibilities of the Employer:

- the employer will:
- Offer a reasonable probability of continuous employment for the student during the current school semester.
  - Provide responsible supervision and adequate equipment and materials to facilitate learning at a worksite that will not endanger the health, safety, welfare or morals of the student.
  - Confer with the Work Experience Coordinator regarding the students' progress on the job.
  - Pay the student at least the minimum wage, provide a detachable itemized state of deduction with every paycheck, and issue a W-2 form not a 1099 form
  - Provide, as required by law adequate workers compensation insurance for employees.
  - Maintain accurate records of students attendance on the job and make these available to the Work Experience Coordinator
  - Assure that the students will be accepted and assigned to jobs and otherwise treated without discrimination on the basis of sec. sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, mental disability or physical disability.

Signature of Employer/Company /Firm \_\_\_\_\_ Date \_\_\_\_\_

Name of Workers Compensation Carrier \_\_\_\_\_ Date \_\_\_\_\_