

El Dorado Union High School District School Name _____
School Address _____
School City, State Zip Code _____
School Phone Number _____

WORK PERMIT APPLICATION FOR NON-ATTENDING STUDENTS

Students must apply for a work permit from the District high school where the student resides with their legal parent/guardian within our school boundaries. The information requested on this form is necessary for the verifying authority to ensure the student meets the conditions for granting a work permit.

Documents required for processing this application:

- Birth certificate (for verification)
- Social Security card (for verification)
- Letter from School of Record verifying attendance/grades or School of Record completion of information below.
- Copy of current transcript for School of Record – Note a student must have a GPA of 2.00 or better in the prior semester to receive a work permit. (Note: summer work permits do not require a minimal GPA.)
- Completed Statement of Intent to Employ Minor and Request for Work Permit (Attached)

Student Name: _____ **Date:** _____

Address: _____

Telephone: _____ **Emergency Contact:** _____

SS #: _____ **Emergency Telephone Number** _____

School of attendance: _____

Address: _____

Telephone: _____ **FAX:** _____

Turnaround time for a work permit is 3 working days (weekends not included) from the date and time this application is received and all necessary paperwork is logged.

AN ADMINISTRATOR FROM YOUR SCHOOL OF RECORD MUST COMPLETE THE FOLLOWING SECTION (OR A SEPARATE LETTER MUST BE ATTACHED WHICH INCLUDES THIS INFORMATION):

I do _____ do not _____ recommend a work permit be issued for the above named student.
His/her present GPA is _____; attendance is good _____ fair _____ excellent _____,

Administrator's Name

Administrator's Signature/Date of Signature

Statement of Intent to Employ Minor and Request for Work Permit

Not a work permit —Print all information except signatures

For Minor to Complete



Minor's name (last name first) Social security number Date of birth Age Grade

Street address City ZIP Code Home telephone

School name

CA

Street address City ZIP Code School telephone

For Employer to Complete (Please review rules for employment of minors on reverse.)



Name of business

Street address City ZIP Code Business telephone

Minor's work duties Hourly wage

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

Mon. _____ Tues. _____ Wed. _____ Thurs. _____ Fri. _____ Sat. _____ Sun. _____ Weekly = _____

Worker's Compensation Insurance Company: _____

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.

Supervisor's signature

Supervisor's name (print or type)

For Parent or 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: _____

Name of business

Signature of parent or legal guardian

Date

For School to Complete

Evidence of minor's age

Signature of verifying authority

Type:

Regular _____

Vacation _____

Year-Round _____

Work Experience Education _____

Other (specify)

CALIFORNIA DEPARTMENT OF EDUCATION FORM B1-1 (revised 6/03)

IMPORTANT: See reverse side for additional information.

General Summary of Minors' Work Regulations

- **If federal laws, state laws and school district policies conflict, the more restrictive law (the one most protective of the employee) prevails.**
- 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.
- 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 retain a "Permit to Employ and Work" (form B1-4) for each such minor.
- Work permits (B1-4) must be retained for three years and be available for inspection by sanctioned authorities at all times.
- 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 environments declared hazardous or dangerous for young workers as listed below:

1. Explosive exposure
2. Motor vehicle driving/outside helper
3. Coal mining
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. Other mining
10. Power-driven meat slicing/processing machines
11. Power-baking machines
12. Power-driven paper products/paper bailing machines
13. Manufacturing brick, tile products
14. Power saws and shears
15. Wrecking, demolition
16. Roofing
17. Excavation operation

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 that exclude baking, manufacturing, processing, construction, warehouse, and transportation occupations.
- In addition to safety regulations, labor laws applicable to adult employees also generally apply 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.

Ages	Hours of Work
16 – 17	<p><i>When school is in session:</i> Daily maximum of 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 or cooperative vocational education programs may be permitted to work a maximum of 8 hours on a school day.</p> <p><i>When school not in session:</i> May work up to 48 hours per week but no more than 8 hours in any one day.</p> <p>Work must be performed no earlier than 5 a.m. or later than 10 p.m. except that work may extend to 12:30 a.m. 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.</p>
14 – 15	<p><i>When school is in session:</i> On school days daily maximum 3 hours. On non-school days may work 8 hours. Weekly maximum of 18 hours. Students in Work Experience Education and career exploration programs may work up to 23 hours per week.</p> <p><i>When school is not in session:</i> Daily maximum 8 hours and weekly maximum 40 hours.</p> <p><i>May not work during public school hours</i> except students in Work Experience Education or career exploration programs.</p> <p>Work must be performed no earlier than 7 a.m. nor later than 7 p.m. any day of the week. From June 1 to Labor Day work hours may be extended to 9 p.m.</p>
Younger than 14	<p>Labor laws generally prohibit nonfarm employment of children younger than 14. Special rules apply to agricultural work, domestic work and the entertainment industry.</p>