



Work Permit Application Instructions

The Campbell Union High School will only issue Work Permits as follows:

All **current CUHSD students** under the age of 18 shall have the following:

- Student must have a minimum of a 2.0 GPA
- Student must have satisfactory attendance
- Student shall have no outstanding bills

Additional Requirements:

If a Work Experience student:

- Shall complete and have all parties sign the Work Site Training Agreement
- Includes parent/guardian permission for approval of work hours and availability

If a Workability student (see case manager for assistance):

- Original Social Security card (copies not accepted)
- Proof of age (original birth certificate, birth registration, passport, or driver's license)
- Student must have a minimum of a 2.0 GPA
- Student shall have no outstanding bills at their home school

Home and Hospital students

- Work permits issued by Sarah Thomas, Boynton High School

If you have been **released to CACE** and are under age 18, you must have the following:

- Student must have a minimum of a 2.0 GPA
- Original Social Security card (copies not accepted)
- Proof of age (original birth certificate, birth registration, passport, or driver's license)
- Letter on CACE letterhead stating student is enrolled, attending, and has been attending class for at least 2 weeks
- Student shall have no outstanding bills

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

School Information

| | | |
|---------------------|--------------|----------|
| Del Mar High School | 408-626-3403 | |
| School Name | School Phone | |
| 1224 Del Mar Ave | San Jose | 95128 |
| 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 |
|---|--------------------|------|

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 |
|---|----------------------|------|

For authorized work permit issuer use ONLY

| | | | | | | | | | | | | | | | |
|---|------|-----|------|-----|-----|-----|-------|---|------|-----|------|-----|-----|-----|-------|
| Maximum number of work hours when school is in session: | | | | | | | | Maximum number of work hours when school is not in session: | | | | | | | |
| Mon | Tues | Wed | Thur | Fri | Sat | Sun | Total | Mon | Tues | Wed | Thur | Fri | Sat | Sun | Total |
| <u>Aeries, School Database</u> | | | | | | | | Check Permit Type: | | | | | | | |
| Proof of Minor's Age (<i>Evidence Type</i>) | | | | | | | | <input type="checkbox"/> Full-time <input type="checkbox"/> Restricted <input type="checkbox"/> General | | | | | | | |
| <u>Vivian Duran</u> | | | | | | | | <input type="checkbox"/> Work Experience <input type="checkbox"/> Education, Vocational <input type="checkbox"/> Education, or Personal <input type="checkbox"/> Attendant <input type="checkbox"/> Workability | | | | | | | |
| Verifying Authority's Name and Title (<i>Print</i>) | | | | | | | | | | | | | | | |
| Verifying Authority's Signature | | | | | | | | | | | | | | | |

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 MINOR AND REQUEST FOR WORK PERMIT

CDE B1-1 (REV. 04-10)

General Summary of Minors' Work RegulationsFLSA-Federal Labor Standards Act, CDE-California Department of Education, EC-California *Education Code*, LC-California *Labor Code*

- **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 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 1285-1312)
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

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

School In Session

| | | |
|---|--|--|
| 4 hours per day on any school day (EC 49112; 49116; LC 1391) 8 hours on any non-school day or on any day preceding a non-school day. (EC 49112; LC 1391) 48 hours per week (LC 1391) WEE students & personal attendants may work more than 4 hours on a school day, but never more than 8. (EC 49116; LC 1391, 1392) | 3 hours per school day outside of school hours (EC 49112, 49116; LC 1391) 8 hours on any non-school day No more than 18 hours per week (EC 49116; LC 1391) WEE students may work during school hours & up to 23 hours per week. (EC 49116; LC 1391) | 2 hours per school day and a maximum of 4 hours per week. (EC 49112) |
|---|--|--|

School Not In Session

| | | |
|--|--|--|
| 8 hours per day (LC 1391, 1392) 48 hours per week (LC 1391) | 8 hours per day (LC 1391, 1392) 40 hours per week (LC 1391) | 8 hours per day (LC 1391, 1392) 40 hours per week (LC 1391) |
|--|--|--|

Spread of Hours

| | | |
|---|--|--|
| 5 a.m.-10 p.m. However, until 12:30 a.m. on any evening preceding a non-school day (LC 1391) WEE students, with permission, until 12:30 a.m. on any day (LC 1391.1) 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. (LC 1391) | 7 a.m.-7 p.m., except that from June 1 through Labor Day, until 9 p.m. (LC 1391) |
|---|--|--|

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>.