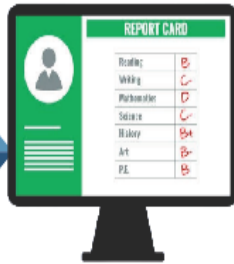
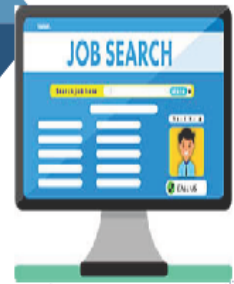


# WORK PERMIT APPLICATION INSTRUCTIONS



## ELIGIBILITY

- CHECK YOUR GRADES
- 2.0 GPA
- SATISFACTORY ATTENDANCE



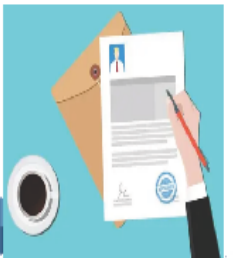
## JOB SEARCH

- CREATE RESUME
- RESEARCH EMPLOYERS
- FILL OUT JOB APPLICATIONS
- ATTEND INTERVIEWS
- WAIT FOR JOB OFFER



## APPLY FOR WORK PERMIT

1. OBTAIN WORK PERMIT APPLICATION FROM CAREER CENTER BEFORE INTERVIEW.
2. COMPLETE WORK PERMIT APPLICATION, GET IT SIGNED BY EMPLOYER AND PARENT.
3. TURN IN COMPLETED APPLICATION TO THE CAREER CENTER.



## PICK UP WORK PERMIT

ASSUMING YOUR APPLICATION IS COMPLETE AND YOUR GRADES AND ATTENDANCE ARE SATISFACTORY, YOU CAN PICK UP YOUR WORK PERMIT IN 3-4 DAYS.

**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/Cell Phone	Grade
Home Address	City	Zip Code
Birth Date	LEAVE BLANK Social Security Number	Age
		Student's Signature

**School Information**

Don Lugo High School	909-591-3902	
School Name	School Phone	
13400 Pipeline Ave.	Chino	91710
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: \_\_\_\_\_

*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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<b>For authorized work permit issuer use ONLY</b>								<b>WORK HOURS ON REVERSE SIDE →</b>											
Maximum number of work hours when school is in session:								Maximum number of work hours when school is not in session:											
4	4	4	4	8	8	8	28	8	8	8	8	8	8	8	40				
Mon	Tues	Wed	Thur	Fri	Sat	Sun	Total	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Total				
<b>Aeries</b>				<b>GPA</b>				<b>Check Permit Type:</b> <input type="checkbox"/> Full-time <input type="checkbox"/> Restricted <input checked="" type="checkbox"/> General <input type="checkbox"/> Workability				<input type="checkbox"/> Work Experience Education, Vocational Education, or Personal Attendant				<b>Summer Work Permit Assistance:</b> CVUSD – District Office (909) 628-1201 x1630			
Proof of Minor's Age (Evidence Type)																			
Verifying Authority's Name and Title (Print)																			
Verifying Authority's Signature																			

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

**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>Work Experience Students 16 &amp; 17 Year Olds</b>
Must have completed 7 <sup>th</sup> grade to work while school is in session. (EC 49112)	Must have completed 7 <sup>th</sup> grade to work while school is in session (EC 49112)	Must have completed 7 <sup>th</sup> grade to work while school is in session (EC 49112)

**School In Session**

4 hours per day on any schoolday (EC 49112; 49116; LC 1391)  8 hours on any non-schoolday or on any day preceding a non-schoolday. (EC 49112; LC 1391)  28 hours per week (District Policy)	3 hours per schoolday outside of school hours (EC 49112, 49116; LC 1391)  8 hours on any non-schoolday or on any day preceding a non-schoolday.  No more than 18 hours per week (EC 49116; LC 1391)	6 hours per day on any schoolday (District Policy)  8 hours on any non-schoolday or on any day preceding a non-schoolday. (District Policy)  36 hours per week (District Policy)  WEE students with Extended Hours Permit may work up to 40 per week (District Policy)
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**School Not In Session**

8 hours per day (LC 1391, 1392) 40 hours per week (District Policy)	8 hours per day (LC 1391, 1392) 40 hours per week (LC 1391)	8 hours per day (LC 1391, 1392) 48 hours per week (District Policy)
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**Spread of Hours**

5 a.m.–10 p.m. 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)	5 a.m. – 10 p.m. However, until 12:30 a.m. on any evening preceding a non-schoolday (LC 1391)  WEE students with Extended Hours Permit may work until 12:30 a.m. on any day (LC 1391.1)
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**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>.  
 STATE OF CALIFORNIA DEPARTMENT OF EDUCATION