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)*	Phone	Grade
Home Address	City	Zip Code

Birth Date	Social Security Number	Age	Student's Signature

School Information

Villa Park High School	(714) 532-8020	
School Name	School Phone	
18042 E. Taft Ave.	Villa Park, CA	92861
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

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

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

Proof of Minor's Age *(Evidence Type)*

Verifying Authority's Name and Title *(Print)*

Verifying Authority's Signature

Check Permit Type:
- ☐ Full-time
- ☐ Restricted
- ☐ General
- ☐ Work Experience Education, Vocational Education, or Personal Attendant
- ☐ 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.

*Once complete, please email this application to: dtredo@orangeusd.org

*You'll be contacted when your Work Permit is ready for pick-up

SUMMARY CHART

	Ages 16 and 17 Must have completed 7th grade to work while school in session. (EC 49112)	Ages 14 and 15 Must have completed 7th grade to work while school in session (EC49112)	Ages 12 and 13
SCHOOL IN SESSION*	4 hours per day on any schoolday** [EC 49112, 49116, LC 1391(a)(4)] 8 hours on any non-schoolday or on any day preceding a non-schoolday. [EC 49112, LC 1391(a)(3)] 48 hours per week [LC 1391(a)(3)] WEE students and personal attendants*** may work more than 4 hours on a schoolday, but never more than 8. [EC 49116, LC 1391(a)(4)(A)	3 hours per schoolday outside of school hours [EC 49112, 49116; LC 1391(a)(2)] 8 hours on any non-schoolday [LC 1391(a)(1)] 18 hours per week [EC 49116, LC 1391(a)(2)] WEE students may work during school hours and up to 23 hours per week. [EC 49116, LC 1391(a)(2)]	May be employed only during school holidays and vacations (usually construed to include weekends). May never be employed on any schoolday, either before, during, or after school. [EC 49111] Daily and weekly work hour maximums while school is in session are not specified in statute, but may not exceed the maximum allowed when school is not in session or the maximum stated on permit. [LC 1391] Not eligible for WEE programs. [EC 49113]
SCHOOL NOT IN SESSION	8 hours per day [LC 1391(a)(3)] 48 hours per week [LC 1391(a)(3)]	8 hours per day [LC 1391(a)(1)] 40 hours per week [LC 1391(a)(1)]	8 hours per day [LC 1391(a)(1)] 40 hours per week [LC 1391(a)(1)]
SPREAD OF HOURS	5 a.m. – 10 p.m. However, until 12:30 a.m. on any evening preceding a nonschoolday [LC 1391(a)(3)] WEE students, with permission, until 12:30 a.m. on any day [LC 1391.1] Messengers: 6 a.m. – 9 p.m. [LC 1297]	7 a.m. – 7 p.m., except that from June 1 through Labor Day, until 9 p.m. [LC 1391(a)(1)]	7 a.m. – 7 p.m., except that from June 1 through Labor Day, until 9 p.m. [LC 1391(a)(1)]

STATUTE	PENALTY
EC 49111, 49112, 49116	Misdemeanor. Fine, imprisonment, or both. EC 49182]
LC 1297	Misdemeanor. Fine, imprisonment, or both [LC 1303]
LC 1391	Fine, imprisonment, or both. [LC 1391(c)]
	Third and subsequent violations, Class A, violation, fine $5,000 - $10,000 [LC 1288] Misdemeanor [LC1303] $5,000 - $10,000. [LC 1288] Misdemeanor.[1303]
LC 1392	Class A violation $5,000 - $10,000. [LC1288] (Minor must be a ward or apprentice.) Misdemeanor [LC 1392]

Permits shall be subject to cancellation by school officials or the Labor Commissioner if the conditions for the legal issuance of the permit or certificate of age do not exist or did not exist at the time the permit or certificate was issued. A permit to work shall be revoked by the issuing authority when he is satisfied that the employment of the minor is impairing the health or education of the minor, or that any provision or condition of the permit is being violated, or that the minor is performing work in violation of any provision of law. [LC 1300; EC 49164]

With few exceptions, all employees are entitled to one day's rest in seven. [LC 551, 552] Days of rest may be accumulated, provided, that in each calendar month the employee receives the equivalent of one day's rest in seven. [LC 554] A violation of Sections 551, 55 and/or 554 is a misdemeanor. [LC 553] School attendance is not considered work time.

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*Statutes governing work hours for 14- and 15-year-olds use the phrase, "while school is in session", for the three-hour day, 18-hour week. California provides no precise definition of this phrase. However, the phrase is also used in federal regulations from which California's standard is derived. [29 CFR 570.35(a)] The U.S. Department of Labor considers the phrase " when school is in session" to mean the scheduled schooldays of the public school system in the county where the minor resides. A school week under federal standards is any week during which school is in session for at least one day. Thus, school is considered in session during any week that has at least one scheduled schoolday. Since the school session is derived from the schedule for the county's public schools, school may be considered in session for a minor who attends a private school that is closed during the summer if the public schools are in session at that same time.

**A "schoolday" is any day that the minor is required to attend school for 240 minutes or more. [LC 1391(b)]

***"Personal attendant" is defined in IWC Order 15-2001, Section 2(J). Also see "Household Occupations" in Chapter 7 of this booklet.

Work Permit Requirements

It is solely within the discretion of Villa Park High School to determine whether a minor may obtain a work permit and be employed. The local school district has discretion to impose additional requirements and restrictions for the issuance of a work permit. In order to be eligible for a work permit, Villa Park High School students must meet the following criteria:

- ○ Minimum GPA of 2.0
- ○ Minimal truancies or absences
- ○ Good discipline record

*Work permits are good for up to one year.
**Work permits will be revoked due to poor school attendance and/or grades
***Upon approval, a *conditional* work permit may be generated. *Conditional* work permits will expire at the end of the quarter and/or semester. Based upon review of attendance and/or grades at that time, a new work permit may/may not be approved for the student.

Student Signature _____ Date_____

Parent Signature _____ Date _____