

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)	Home Phone	Grade	
Home Address	City	Zip Code	
Birth Date	Social Security Number	Age	Student's Signature

School Information

Merrill F. West High School	209-830-3370	
School Name	School Phone	
1775 W. Lowell Ave.	Tracy	95376
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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WORK PERMIT REQUIREMENTS FOR TUSD STUDENTS: SATURDAY SCHOOL HOURS MUST BE 15 HOURS OR LESS AND HAVE A MINIMUM 2.0 GPA. WORK PERMITS WILL BE SUSPENDED IF MORE THAN 15 HRS.

Parent Initials: _____ Student Initials: _____ *See TUSD Handbook for further details*

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
Birth Certificate Proof of Minor's Age (Evidence Type)								Check Permit Type: <input type="checkbox"/> Full-time <input type="checkbox"/> Restricted <input type="checkbox"/> General							
Verifying Authority's Name and Title (Print)								<input type="checkbox"/> Work Experience Education, Vocational Education, or Personal Attendant <input type="checkbox"/> Workability							
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>.

Merrill F. West High School - Work Permit Information

- Students who are between the ages of 12-18 and are employed are required to obtain a work permit by California State law.
- If you are 18 years of age, you do not need a work permit.
- If you have graduated from high school and have a diploma, you do not need a work permit, even if you are not yet 18.
- Work permits are employer specific. This means **you must first have a job** before requesting a work permit. If you have two or more jobs, you must have a work permit for **each** employer.
- Once you receive confirmation that you are employed, students pick up a **Work Permit Application** (*Statement of Intent To Employ A Minor And Request for Work Permit*) form in the Career Center. The form is to be completed by the student, employer, and parent. The completed application is submitted to the Career Center, requirements are verified, and the final work permit is issued. The student returns the final work permit to their employer. It is recommended that you keep a copy of the work permit or take a picture with your phone so you have a copy. Note: Final work permits may take up to two business days to process.
- Work permits expire on or about August 15th of each year. The law states that work permits expire one week after the new school year begins. To renew your work permit, you need to have a new **Work Permit Application** (*Statement of Intent To Employ A Minor And Request for Work Permit*) form completed at the beginning of each school year, even if you still have the same job from last year or during the summer.
- If you change employers at any time during the year, you need to get a new work permit for the new employer.
- Only **summer** work permit applications and forms are to be picked up and dropped off at the TUSD District Office. High school sites issue work permits during the school year from the first day of school to the last day of school.

Requirements

- **Students must maintain a minimum 2.0 GPA and Saturday School hours must be 15 hours or less to obtain a work permit. Students can reduce Saturday School hours by:**
 1. Attending Saturday School (reduces hours by 4 on a regular Saturday School day or by 8 hours on a double-hour Saturday School Day).
 2. Perfect Attendance for 10 consecutive days reduces hours by 12 but you must also attend Saturday School within that two-week period.
 3. Trash patrol during lunch reduces hours by 2.