



# Fremont Union High School District

## Statement of Intent to Employ Minor and Request for Work Permit

For Office Use Only  
Pick Up Date & Time:  
\_\_\_\_\_/\_\_\_\_/\_\_\_\_

Notice: This is NOT a Work Permit! Please submit this completed form to the District Office.  
Current processing time is two (2) days.

### Section 1: For Minor to Complete

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ / \_\_\_\_/\_\_\_\_/20\_\_\_\_  
 Print Minor's LAST Name      Print Minor's FIRST Name      Social Security Number      Date of Birth      Age

\_\_\_\_\_ (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
 Home Street Address      City      Zip      Minor's e-mail address      Home Phone Number

Monta Vista High School    21840 McClellan Road    Cupertino, CA 95014    408-366-7600  
 School Name      School Street Address      Zip      School Phone Number

Graduation Year: \_\_\_\_\_ Student's Signature: \_\_\_\_\_

### Section 2: For Employer to Complete

\_\_\_\_\_ Business Name      \_\_\_\_\_ Business Street Address      \_\_\_\_\_ City      \_\_\_\_\_ Zip

(\_\_\_\_) \_\_\_\_ - \_\_\_\_      \_\_\_\_\_ \$ \_\_\_\_ . \_\_\_\_  
 Business Phone      Minor's Work Duties      Hourly Wage

Employer's Workers' Compensation Company: \_\_\_\_\_  
 Maximum number of hours of employment when school is in session:  
 Mon.: \_\_\_\_\_ Tues.: \_\_\_\_\_ Wed.: \_\_\_\_\_ Thurs.: \_\_\_\_\_ Fri.: \_\_\_\_\_ Sat.: \_\_\_\_\_ Sun.: \_\_\_\_\_ Weekly Total: \_\_\_\_\_

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 be best of my knowledge, the information herein is correct and true.

\_\_\_\_\_ Supervisor's Signature      \_\_\_\_\_ Print Supervisor's Name

### Section 3: For Parent or Legal 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 knowledge, the information herein is correct and true. I request that a work permit be issued.**

In addition to this employer, my child is also working for: \_\_\_\_\_  
 Name of Business (Additional employer, and not the one listed above)

\_\_\_\_\_ Signature of Parent or Legal Guardian      \_\_\_\_\_ Print Name of Parent or Legal Guardian      \_\_\_\_\_ Date

### Section 4: For School District to Complete

Evidence of Minor's Age: \_\_\_\_ School Database      \_\_\_\_ Valid Picture ID (Type: \_\_\_\_)  
 Processed by: \_\_\_\_\_

Type: \_\_\_\_ Regular      \_\_\_\_ Vacation      \_\_\_\_ Work Experience      Date Received: \_\_\_\_\_ Date Processed: \_\_\_\_\_

## Agency Controlling Employment of Minors

State Child Labor Laws and the Child Labor Provisions of the Federal Fair Labor Standards Act (FLSA) govern most California employers. If Federal Laws, State Laws, and School District Policies conflict, the more restrictive law, that which is most protective of the employee, prevails.

### Summary of Minors' Work Regulations

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.

Minors under the age of 18 may not work in occupations declared hazardous for young workers as listed below:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>1) Explosives</li> <li>2) Motor vehicle driving/outside helper</li> <li>3) Coal mining</li> <li>4) Logging and sawmilling</li> <li>5) Power-driven woodworking machines</li> <li>6) Radiation exposure</li> <li>7) Power-driven hoists/forklifts</li> <li>8) Power-driven metal forming, punching, and shearing machines</li> <li>9) Other mining</li> </ul> | <ul style="list-style-type: none"> <li>10) Power-driven meat slicing/processing</li> <li>11) Power baking machines</li> <li>12) Power-driven paper products/paper bailing</li> <li>13) Manufacturing brick, tile products</li> <li>14) Power saws and shears</li> <li>15) Wrecking, demolition</li> <li>16) Roofing</li> <li>17) Excavation operation</li> </ul> |
|---|--|

For more 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 "Government Listings" section of telephone directories.

Labor laws set the basic minimum age of 16 years for general employment. Persons younger than 16 years are allowed to work only in limited, specified occupations which include baking, manufacturing, processing, construction, warehouse, and transportation occupations.

Labor laws applicable to adult employees are also generally applicable 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 or baby-sitting, or in private homes where the minor is not regularly employed.

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 minor. Employers must themselves have on file for each such minor a "Permit to Employ and Work" (form B1-4). Work permits (B1-4) must be kept for three years and be open at all times for inspection by sanctioned authorities.

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.

### Hours of Work Summary

	<b>Ages 16 and 17</b> Must have completed 7th grade to work while school is in session. (Ed Code 49112)	<b>Ages 14 and 15</b> Must have completed 7th grade to work while school is in session. (Ed Code 49112)	<b>Ages 12 and 13</b>
<b>School in Session</b>	4 hours per day on any school day.  8 hours on any non-school day or on any day preceding a non-school day.  48 hours per week.  Work Experience Education (WEE) students and personal attendants may work more than 4 hours on a school day, but never more than 8 hours.	3 hours per day on any school day, outside of school hours.  8 hours on any non-school day.  18 hours per week.  Work Experience students may work during school hours and up to 23 hours per week.	May be employed only during school holidays and vacations (usually construed to include weekends). May never be employed on a school day, either before or after school.  Daily and weekly 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 is stated on the permit.  Not eligible for WEE programs.
<b>School Not in Session</b>	8 hours per day.  48 hours per week.	8 hours per day.  40 hours per week.	8 hours per day.  40 hours per week.
<b>Spread of Hours</b>	5 a.m. - 10 p.m. However, until 12:30 a.m. on any evening preceding a non-school day.  WEE students, with permission, until 12:30 a.m. on any day.  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.	7 a.m. - 7 p.m., except that from June 1 through Labor Day, until 9 p.m.

I have read the above information.

\_\_\_\_\_  
**Signature of Employer**

\_\_\_\_\_  
**Printed Name of Employer**

\_\_\_\_\_  
**Date**