

# Summer Work Permits

1. **Plan Ahead!** – Work permits will be processed within 1-2 business days after dropping off the application.
2. **Find a Job** – You don't need a work permit to find a job, but you **MUST** have a work permit before your first day of work.
3. **Once Hired** – Complete the work permit application (CDE Form B1-1). Must be filled out completely by student, parent/guardian and employer **BEFORE** turning in.
4. **Work Permit Processing** – Take the completely filled out work permit application to the Work Experience office (K-3), or if the office is closed, take it to the SVHS Main Office. Check our website for times as they may vary during the summer.
5. **Work Permit Issued** – Pick up your work permit and take it to your employer.
6. **Enjoy Your Summer Job!** – Work permits expire in August and **MUST** be renewed. Grades and attendance from Spring will be used to determine eligibility for a new work permit. Visit our Work Experience website for eligibility requirements.

For more information, please visit the Work Experience page on the School's Website.

<https://svhs-simi-ca.schoolloop.com/workexp>

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

**School Information**

Simi Valley High School	(805) 577-1400		
School Name	School Phone		
5400 Cochran Street	Simi Valley	93063	
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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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:											
3	3	3	3	8	8	8	18	8	8	8	8	8	8	8	40
Mon	Tues	Wed	Thur	Fri	Sat	Sun	Total	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Total
School Records								Check Permit Type:							
Proof of Minor's Age (Evidence Type)								<input type="checkbox"/> Regular <input type="checkbox"/> Work Experience <input checked="" type="checkbox"/> Vacation <input type="checkbox"/> Other				GPA: _____ Attendance: _____ % Periods Truant: _____ Approved: <input type="checkbox"/> YES <input type="checkbox"/> NO Permit Issue Date: _____			
Verifying Authority's Name and Title (Print)															
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>.