

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 |
|--------------------------------------|--------------------|------|

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: | | | | | | | | | | | |
| 4 | 4 | 4 | 4 | 8 | 8 | 8 | 36 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 48 |
| Mon | Tues | Wed | Thur | Fri | Sat | Sun | Total | Mon | Tues | Wed | Thur | Fri | Sat | Sun | Total |
| School Records | | | | | | | | Check Permit Type: <input type="checkbox"/> Regular <input type="checkbox"/> Work Experience <input checked="" type="checkbox"/> Vacation <input type="checkbox"/> Other | | | | | | | |
| Proof of Minor's Age (Evidence Type) | | | | | | | | GPA: _____ | | | | | | | |
| Verifying Authority's Name and Title (Print) | | | | | | | | Attendance: _____ % | | | | | | | |
| Verifying Authority's Signature | | | | | | | | Periods Truant: _____ | | | | | | | |
| | | | | | | | | Approved: <input type="checkbox"/> YES <input type="checkbox"/> NO | | | | | | | |
| | | | | | | | | Permit Issue Date: _____ | | | | | | | |

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>.