

Intent to Employ Instructions

Contact:

Walnutwood HS and Innovations Academy
Stacey Michelini, Administrative Assistant
Permit drop off hours: 8:00-3:30 Monday – Friday

The attached form, CDE B1-1 **Statement of Intent to Employ A Minor** and a **Request for a Work Permit** is NOT a work permit.

Minors employed in the state of California must have a Permit to Employ and Work (commonly referred to as a “work permit”). Work permits are typically issued by the school where the student is enrolled. Work permits indicate the duties and location where the work will be done as well as the number of hours a minor may work. In most cases it is a two-step process, the minor along with the parent/guardian and employer fill out the B1-1 form and submit to the school local to the minor's address. The school district reviews the B1-1 form and issues the B1-4 (Work Permit).

STATE OF CALIFORNIA DEPARTMENT OF EDUCATION

PERMIT TO EMPLOY AND WORK CDE Form B1-4 (REV. 02-14)

A work permit shall not be issued to a minor until the “**STATEMENT OF INTENT TO EMPLOY A MINOR AND REQUEST FOR A WORK PERMIT—CERTIFICATE OF AGE**” (CDE Form B1-1) form has been signed by the parent or guardian, foster parent, caregiver, or residential shelter service provider and filed with the issuing authority. California *Education Code (EC)* 49110(c)

Your CDE B1-1 Form - Print neatly and legibly.

1. Minor Information – student completes in full.
2. School Information – completed.
3. Parent/Guardian – print & sign knowledge and consent.
4. New Employer - Completes Business information.
5. Return to Walnutwood with original Intent to Employ application – copies may not be emailed to the office.
6. Work Permits will be issued within 24 hours AFTER grades and attendance has been reviewed by the School Counselor and/or School Administration to ensure student is in good academic standing.

*****PERMIT EXPIRATION DATE*****

Work permits shall expire FIVE (5) days after the opening of the next succeeding school year. Full-time exempt work permits issued to 14- & 15-year-olds shall expire no later than the end of the current school year. EC 49118 and 49130

Keep a copy of the General Summary of Minors' Work Regulations for your records.

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>.

Work Permits for Students - California Department of Education California Department of Education (.gov)
<https://www.cde.ca.gov/workpermitsforstudents>