

🎉 Congratulations on your new job offer 🎉 **HERE'S WHAT YOU NEED TO KNOW**

Minors employed in the state of California must have a Permit to Employ and Work

You are now a worker—this means you need to Know Your Rights!

✅ **STEP 1: Get a Job Offer**

You must have a job offer before you can apply for a work permit.

📝 **STEP 2: Complete the [B1-1 Form](#)**

(Statement of Intent to Employ a Minor and Request for a Work Permit)

The form must include:

- Your full Social Security number
- Your job information
- Signatures from:
 - You
 - Your parent/guardian
 - Your employer

🏠 **When school IS in session**

Email the **Work-Based Learning Teacher** at the high school you attend (or will attend):

- Shiela_Bishop@cjusd.net Bloomington HS, Slover Mountain HS, Washington HS
- Lauren_Rumpf@cjusd.net Colton HS, Grand Terrace HS

☂️ **When school is NOT in session**

(Fall, Winter, Spring, or Summer Break)

Email a **Work-Based Learning Technician** to schedule an appointment:

- Doris_Hernandez@cjusd.net
- Evelia_Terriquez@cjusd.net

👉 Email a picture of your work permit request application and **bring your completed B1-1 form** to your appointment.

📍 **ESD 7–12 Office**

[900 E. Washington St.](#)

[Colton, CA 92324](#)

Take the elevator to the **3rd floor**.

Grades & Attendance Matter!

To get and keep a work permit, students **ages 14+** must keep **good grades and attendance**.

If your grades or attendance drop below district standards, you could lose your work permit.

Work Hour Rules

Ages 14–15

When school is in session:

- Up to **3 hours per day** (Monday–Thursday)
 - Up to **18 hours per week**
 - Up to **8 hours** on Saturdays and Sundays
- When school is NOT in session** (Fall, Winter, Spring, Summer Break):
- Up to **8 hours per day**
 - Up to **40 hours per week**
 - Can work **7:00 a.m. – 7:00 p.m.**
 - Can work until **9:00 p.m.** when school is not in session

Ages 16–17

When school is in session:

- Up to **4 hours per day** (Monday–Thursday)
 - Up to **8 hours** on non-school days or the day before a non-school day
 - Up to **24 hours per week**
- Work Experience Education students:**
- Up to **8 hours on a school day**
 - Up to **40 hours per week**
- When school is NOT in session** (Fall, Winter, Spring, Summer Break):
- Up to **8 hours per day**
 - Up to **40 hours per week**
 - Can work **5:00 a.m. – 10:00 p.m.**
 - Can work until **12:30 a.m.** before a non-school day



Students in **Work Experience Education programs** may be allowed to work until **12:30 a.m. on school nights**.