Statement of Intent to Employ Minor and Request for Work Permit
NOT A WORK PERMIT – PRINT ALL INFORMATION EXCEPT SIGNATURES

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

2026 – 2027 Work Permit Processing: M – F, Before & After School, and Lunch; PBL Office (GG203)
Please allow one week for processing*

Directions: Type or print using a blue or black ink pen. Signatures MUST be original, NO fax or photocopies accepted

TO BE COMPLETED BY MINOR APPLICANT AND PARENT/GUARDIAN					
Name of Minor: (last) (first) (MI)			Address:	City:	ZIP:
Age:	DOB (MM/DD/YY):	Ethnicity:	Social Security Number:	Home Telephone or Parent/Guardian Cell Number:	
Student ID		Grade:	House Advisor:	Student Cell Number:	
Name of School:			School Address: / City, Zip:	School Telephone Number:	
PARENT'S STATEMENT: 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, the information herein is correct and true. I request that a work permit be issued.			Parent's Name: (Print) Parent's Signature: (x)_____ **Signature MUST be original, NO fax or photocopies accepted**	Date:	

STUDENTS: A minimum 2.0 GPA is required on the most recent report card, with no failing grades in any class, and no less than an 85% attendance/tardy record in every class to qualify for a work permit.

TO BE COMPLETED BY EMPLOYER (All sections required)				
Name of Business:		Street Address:	City:	ZIP:
# of Employees:	Telephone Number & Ext:	Fax:	Email:	
Weekly Max Hours:	Hourly Wage:	Describe Work Duties & Responsibilities:	Workers' Compensation Carrier:	
EMPLOYER'S STATEMENT: 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, color, national origin, ancestry, age, physical handicap, or medical. I hereby certify that, to the best of my knowledge, the information herein is correct and true.		Supervisor's Name (Print): _____ Supervisor's Signature: _____ **Signature MUST be original, NO fax or photocopies accepted**	Date:	

EMPLOYER: If any employer segment is left blank, we will ask the student to return it to you for completion. The Dept of Labor requires all information be complete to issue a permit.

TO BE COMPLETED BY SCHOOL		
Work Permit Type: [ ] New [ ] Renewal [ ] Regular [ ] Probationary [ ] Vacation	Evidence of Minor's Age: [ ] School Record [ ] Birth Certificate [ ] CDL/CID [ ] Passport/Visa [ ] Other _____	GPA: ATTEND: INITIAL:
Form Issue Date: Form Return Date: Work Permit Signed & Released Date:	Signature of Verifying Authority:	Exp Date:

Minor must live or attend school within the Santa Monica-Malibu USD boundaries to be issued a permit by SMMUSD. Student must pick up the work permit in person. Student's signature in staff presence is required to release the permit.

2026 – 2027 Work Permit Processing: M – F, Before & After School, and Lunch; PBL Office (GG203)
Please allow one week for processing*

Questions? Email your College/Career Counselor (assigned by last name):
Ernesto Flores (A-G) e.flores@smmusd.org Julie Honda (H-N) jhonda@smmusd.org Rosa Mejia (O-Z) rmejia@smmusd.org

THIS IS NOT A WORK PERMIT

General Summary of Minors' Work Regulations

- **If federal laws, state laws and school district policies conflict, the more restrictive law (that which is most protective of the employee) prevails.**
- 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.
- Employers of minors required to attend school must complete a "Statement of Intent to Employ Minor and Request for Work Permit" (B1-1) for the school district of attendance for each such minor.
- Employers must retain a "Permit to Employ and Work" (form B1-4) for each such minor.
- Work Permits (B1-4) must be retained for three years and 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.

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

Coal mining Evacuation operation Explosives Logging and sawmilling Manufacturing brick, tile products Motor vehicle driving/outside helper	Other mining Power baking machines Power-driven hoists/forklifts Power-driven meat slicking processing Power-driven metal forming, punching Power-driven paper products/paper bailing	Power-driven woodworking machines Power saws and shears Radiation exposure Roofing Wrecking, demolition

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 the "Government Listings" sections of telephone directories.

- Minors younger than 16 years are allowed to work only in limited, specified occupations which exclude baking, manufacturing, processing, construction, warehouse, and transportation occupations.
- In addition to safety regulations, 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 and baby-sitting, or in private homes where the minor is not regularly employed.
- A day of rest from work is required if the total hours worked per week exceed 30, or if more than 6 hours are worked on any one day during the week.

Hours of Work

16 – 17 years
When school is in session: daily maximum 4 hours, Monday through Thursday. May work up to 8 hours on any non-school day or on any day that precedes a non-school day. May be permitted to work up 48 hours per week. **Students in Work Experience Education** programs may be permitted to work a maximum of 8 hours on a school day.
When school is not in session: may work up to 48 hours per week but no more than 8 hours in any one day.

Work must be performed no earlier than 5:00 a.m. and no later than 10:00 p.m., except on nights preceding non-school days, work may extend to 12:30 a.m. **Students in Work Experience Education** programs may be authorized to work until 12:30 a.m. on nights preceding school days with specified written permission.

14 – 15 years
When school is in session: on school days, daily maximum 3 hours. On non-school days may work 8 hours. Weekly maximum 18 hours. Students in **Work Experience Education** and career exploration programs may work up to 23 hours per week. *When school is not in session*: daily maximum 8 hours and weekly maximum 40 hours.

May not work during public school hours except students in **Work Experience Education** or career exploration programs. Work must be performed no earlier than 7 a.m. and no later than 7:00 p.m. any day of the week. From June 1 to Labor Day, work hours may be extended to 9:00 p.m.

Younger than 14 years: labor laws generally prohibit nonfarm employment of children younger than 14. Special rules apply to agricultural work, domestic work and the entertainment industry.

THIS IS NOT A WORK PERMIT