

# WORK PERMITS

## STEP BY STEP GUIDE

Come by the HEC Office for an application.

Make sure it is filled out completely before you submit it to your counselor.

STATE OF CALIFORNIA DEPARTMENT OF EDUCATION  
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) Home Phone Grade  
Home Address City Zip Code  
Birth Date Social Security Number Age Student's Signature

**School Information**

School Name School Phone  
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, religious 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: \_\_\_\_\_  
Mon Tues Wed Thur Fri Sat Sun Total

Maximum number of work hours when school is not in session: \_\_\_\_\_  
Mon Tues Wed Thur Fri Sat Sun Total

Proof of Minor's Age (Evidence Type) \_\_\_\_\_  
Verifying Authority's Name and Title (Print) \_\_\_\_\_  
Verifying Authority's Signature \_\_\_\_\_

**Check Permit Type:**

Full-time  Work Experience  
 Restricted  Education, Vocational  
Education, or Personal  
Attendant  
 General  Workability

Callout boxes:  
- Student: Fills in personal information (points to Student's Signature)  
- Parent: Must print name and sign (points to Parent's Name)  
- Employer: Must fill in and sign (points to Employer's Name)  
- Counselor: Will verify GPA & attendance. If approved will sign as "Verifying Authority" (points to Verifying Authority's Name and Title)

If you need a work permit during the summer or winter/spring break click here

## Requirements to Work:

GPA of 2.0 or higher

NO more than 3 unexcused absences

NO excessive tardies

## NEED HELP?

Please contact Mrs. Yepez  
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