

# Statement of Intent to Employ Minor and Request for Work Permit

NOT A WORK PERMIT - PRINT ALL INFORMATION EXCEPT SIGNATURES

## FOR MINOR TO COMPLETE

|                                      |                                   |               |              |
|--------------------------------------|-----------------------------------|---------------|--------------|
| Minor's Name (Print Last Name First) | Social Security Number            | Date of Birth | Age          |
|                                      |                                   |               |              |
| Minor's Street Address               | City                              | ZIP Code      | Home Phone   |
| Bishop Union High School             | 301 N Fowler Street - Bishop , CA | 93514         | 760-873-4275 |
| School Name                          | Address & City                    | ZIP Code      | School Phone |

## FOR EMPLOYER TO COMPLETE

|  |                     |      |             |                                   |     |     |          |
|--|---------------------|------|-------------|-----------------------------------|-----|-----|----------|
| Business Name  | Street Address      | City | ZIP Code    |                                   |     |     |          |
|  |                     |      |             |                                   |     |     |          |
| Business Phone   | Minor's Work Duties |      | Hourly Wage |                                   |     |     |          |
| Employer's Workers' Compensation Insurance Company:  |                     |      |             |                                   |     |     |          |
| Maximum number of hours of employment when school is in session:   |                     |      |             |                                   |     |     |          |
| Mon  | Tues                | Wed  | Thurs       | Fri                               | Sat | Sun | Weekly = |
| This business does not discriminate unlawfully on the basis of race, ethnic background, religion, sex, 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. |                     |      |             |                                   |     |     |          |
| Supervisor's Signature   |                     |      |             | Supervisor's Name (print or type) |     |     |          |

## FOR PARENT TO COMPLETE

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.

Signature of Parent or Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

## WORK PERMIT AGREEMENT

The undersigned, fully understand that in order to retain a work permit a student must maintain a 2.0 grade point average while adhering to all the rules and policies of Bishop Union High School. In addition, it is understood that students agree not to work at after-school jobs on any day in which they do not attend school. It is further understood that the School may, at any time, advise an employer of a student's absence from school and consequently of their ineligibility to work on that day or the necessity for the student to miss a day of work to fulfill a Saturday School obligation. Bishop Union High School is also authorized to notify the employer of student's grade status.

Lastly, it is understood that violation of this agreement could result in termination of the work permit.

Student Signature

Date

Parent Signature

Date

## 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" (form 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:

- |  |   |
|--|---|
| 1. Explosives  | 10. Power-driven meat slicing/processing      |
| 2. Motor vehicle driving/outside helper                        | 11. Power baking machines                     |
| 3. Coal mining   | 12. Power-driven paper products/paper bailing |
| 4. Logging and sawmilling                                      | 13. Manufacturing brick, tile products        |
| 5. Power-driven woodworking machines                           | 14. Power saws and shears                     |
| 6. Radiation exposure  | 15. Wrecking, demolition                      |
| 7. Power-driven hoists/forklifts                               | 16. Roofing                                   |
| 8. Power-driven metal forming, punching, and shearing machines | 17. Excavation operation.                     |
| 9. Other mining  |   |

For more complete 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** When school is in session: Daily maximum 4 hours, Monday through Thursday. May work up to 8 hours on any nonschool day or on any day that precedes a nonschool day. May be permitted to work up to 48 hours per week.

Students in Work Experience Education or cooperative vocational education programs may be permitted to work a maximum of 8 hours on a schoolday.

When school 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. nor later than 10:00 p.m. except that work may extend to 12:30 a.m. on nights preceding non-school days. Students in Work Experience Education or cooperative vocational education programs may be authorized to work until 12:30 a.m. on nights preceding school days with specified written permission.

**14 – 15** When school is in session: On schooldays daily maximum 3 hours. On non-schooldays 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 7:00 a.m. nor 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:** Labor laws generally prohibit nonfarm employment of children younger than 14. Special rules apply to agricultural work, domestic work and the entertainment industry.

For more information on Minors' Work Regulations please visit [www.ca.gov](http://www.ca.gov)