

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

*Not a work permit*—Print all information except signatures

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## For Minor to Complete



|                                |                        |               |                  |       |
|--------------------------------|------------------------|---------------|------------------|-------|
| Minor's name (last name first) | Social security number | Date of birth | Age              | Grade |
| Street address                 | City                   | ZIP Code      | Home telephone   |       |
| School name                    |                        |               |                  |       |
| Street address                 | City                   | ZIP Code      | School telephone |       |

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## For Employer to Complete (Please review rules for employment of minors on reverse.)



|  |       |                                   |                    |      |      |      |          |
|--|-------|-----------------------------------|--------------------|------|------|------|----------|
| Name of business   |       |                                   |                    |      |      |      |          |
| Street address   | City  | ZIP Code                          | Business telephone |      |      |      |          |
| Minor's work duties  |       |                                   | Hourly wage        |      |      |      |          |
| Maximum number of hours of employment when school is in session:   |       |                                   |                    |      |      |      |          |
| Mon.   | Tues. | Wed.                              | Thurs.             | Fri. | Sat. | Sun. | Weekly = |
| <i>In compliance with California labor laws, this employee is covered by worker's compensation insurance. This business does not discriminate unlawfully on the basis of race, ethnic background, religion, 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.</i> |       |                                   |                    |      |      |      |          |
| Supervisor's signature   |       | Supervisor's name (print or type) |                    |      |      |      |          |

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## For Parent or Guardian 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.*

*In addition to this employer, my child is working for:*

|                                       |                  |
|---------------------------------------|------------------|
| _____                                 | Name of business |
| Signature of parent or legal guardian | Date             |

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## For School to Complete

|                                  |                         |                 |  |
|----------------------------------|-------------------------|-----------------|--|
| _____                            | GPA: _____              | Initials: _____ | <input type="checkbox"/> Regular                   |
| Evidence of minor's age          | School Recommendations: |                 | <input type="checkbox"/> Vacation/Summer           |
| _____                            | _____                   | _____           | <input type="checkbox"/> Year-Round                |
| Signature of verifying authority | _____                   | _____           | <input type="checkbox"/> Work Experience Education |
|                                  | _____                   | _____           | <input type="checkbox"/> Other (specify _____)     |

**\* WORK PERMITS ARE REQUIRED DURING THE SUMMER BREAK**

## General Summary of Minors' Work Regulations

- **If federal laws, state laws and school district policies conflict, the more restrictive law\*(the one most protective of the employee) prevails. \*See WCCUSD Policy.**
- 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 be available for inspection by sanctioned authorities at all times.
- 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 environments declared hazardous or dangerous for young workers as listed below:**

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

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 that exclude baking, manufacturing, processing, construction, warehouse, and transportation occupations.
- In addition to safety regulations, labor laws applicable to adult employees also generally apply 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.

| Ages    | Hours of Work<br>(See WCCUSD Policy)   |
|---------|--|
| 16 – 17 | <p><i>when school is in session:</i> Daily maximum of 4 hours, Monday through Friday. 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 to 40 hours per week.</p> <p><i>May not work during public school hours</i> except students in Work Experience Education or career exploration programs.</p> <p><i>When school not in session:</i> May work up to 40 hours per week but no more than 8 hours in any one day.</p> <p>Work must be performed no earlier than 5 a.m. or later than 9 p.m. Students in Work Experience Education or cooperative vocational education programs may be authorized to work until 10:00 p.m. on nights preceding school days with specified written permission.</p> |
| 14 – 15 | <p><i>when school is in session:</i> On school days daily maximum 3 hours. On non-school days may work 8 hours.</p> <p><i>When school is not in session:</i> Daily maximum 8 hours and weekly maximum 40 hours.</p> <p>Work must be performed no earlier than 7 a.m. nor later than 7 p.m. any day of the week. From June 1 to Labor Day work hours may be extended to 9 p.m.</p>  |

**\* WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT  
Student Work Permit Hours & Regulations  
During the school year - September – June  
Governed by Ed. Code-49164**

**MAXIMUM WORK HOURS ALLOWED IN A 7-DAY WEEK**

| <u>Last Qtr. G.P.A.</u> | <u>Age 16-17</u> | <u>Age 14-15</u> |
|-------------------------|------------------|------------------|
| 3.5 & above             | 20               | 15               |
| 3.0 - 3.4               | 15               | 12               |
| 2.0 - 2.9               | 12               | 10               |
| 1.6 - 1.9               | 10               | 0                |

**1.5 & below - NO WORK PERMIT WILL BE ISSUED**

**Maximum hours of work on a school day (including Fridays): 3 hours for 14-15 yr. old students and 4 hours for 16-17 yr. old students.**

**Students 14-15 can work no later than 7:00 p.m., including weekends. Students 16-17 can work no later than 9:00 p.m., including weekends.**

**WORK PERMITS ARE REQUIRED  
DURING THE SUMMER BREAK**

**State and Federal regulations apply during the following breaks: Christmas, President's Week, spring and summer (if student is not attending summer school).**

**If you have any questions regarding these regulations, please call (510) 307-4565.**