The Work Permit Application Must be Filled Out and Signed By The:

- Student*
- Employer
- Parent/Guardian

*The student must be present to sign the work permit

Contact Your School Site for Work Permits During the Regular School Year

- Carlmont High School
  Roxanne Seliger
  rseliger@seq.org

- East Palo Alto Academy
  Esmeralda Sanchez
  esanchez@seq.org

- Redwood High School
  Dodi McDonald
  dmcdonald@seq.org

- Sequoia High School
  Jane Woodman
  jwoodman@seq.org

- Woodside High School
  Zorina Matavulj
  zmatavulj@seq.org

- Menlo-Atherton High School
  Andy Stuart
  astuart@seq.org

- TIDE Academy
  Rocio Chavez
  rchavez@seq.org
PERMISOS DE TRABAJO DE VERANO

LA OFICINA DEL DISTRITO ESTÁ PROCESANDO
PERMISOS DE TRABAJO DE VERANO SIN CITAS PREVIA
10 DE JUNIO - 13 DE AGOSTO, 2024
9:00 A.M. - 12:00 P.M. 1:00 P.M. - 4:00 P.M.

La Solicitud de Permiso de Trabajo
Debe Estar Completa y Firmada Por El:

- Estudiante*
- Empleador
- Padre/Tutor

*El estudiante debe estar presente para firmar el permiso de trabajo.

Comuníquese con su Escuela para Obtener un Permiso de Trabajo Durante el Año Escolar Regular

Carlmont High School
Roxanne Seliger
rseliger@seq.org

Redwood High School
Dodi McDonald
dmcdonald@seq.org

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Andy Stuart
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Rocio Chavez
rchavez@seq.org
STATEMENT OF INTENT TO EMPLOY A MINOR AND REQUEST FOR WORK PERMIT—CERTIFICATE OF AGE
CDE B1-1 (Rev. 07-10)

A “STATEMENT OF INTENT TO EMPLOY A MINOR AND REQUEST FOR WORK PERMIT—CERTIFICATE OF AGE” form (CDE 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)

<table>
<thead>
<tr>
<th>Minor’s Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor’s Name (First and Last)</td>
</tr>
<tr>
<td>Birth Date</td>
</tr>
<tr>
<td>Home Address</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Name</td>
</tr>
<tr>
<td>School Address</td>
</tr>
</tbody>
</table>

To be filled in and signed by employer. (Please review the General Summary of Minors’ Work Regulations on reverse.)

<table>
<thead>
<tr>
<th>Business Name or Agency of Placement</th>
<th>Business Phone</th>
<th>Supervisor’s Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Address</td>
<td>City</td>
<td>Zip Code</td>
</tr>
</tbody>
</table>

Describe nature of work to be performed:

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.

Employer’s Name (Print First and Last) | Employer’s Signature | Date

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. I request that a work permit be issued.

Parent or Legal Guardian’s Name (Print First and Last) | Parent or Legal Guardian’s Signature | Date

For authorized work permit issuer use ONLY

Maximum number of hours of employment when school is in session:

<table>
<thead>
<tr>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
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</tr>
</tbody>
</table>

Check Permit Type:

- "Full-time
- **Workability
- Restricted
- General

***Work Experience Education, Vocational Education, or Personal Attendant

*EC 49130 | **Permit Type defined by local school | ***Special Education Grant

Copy–District or County Superintendent; Employer; Parent or Legal Guardian (Over)
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 minor) prevails. (FLSA)
- Employers of minors required to attend school must complete a “Statement of Intent to Employ a Minor and Request for Work Permit” (CDE B1-1) for the school attendance for each such minor. (EC 49162)
- Employers must retain a “Permit to Employ and Work” (CDE B1-4) for each such minor. (EC 49161)
- Work permits (CDE B1-4) must be retained for three years and be available for inspection by sanctioned authorities at all times. (EC 49164)
- A work permit (CDE B1-4) must be revoked whenever the issuing authority determines the employment is illegal or is impairing the health or education of the minor. (EC 49164)
- A day of rest from work is required in every seven days, and shall not exceed six days in seven. (LC 551, 552)

Minors under the age of 18 may not work in environments declared hazardous or dangerous for young workers, examples listed below: (LC 1294.1 and 1294.5, 29 CFR 570 Subpart E)
1. Explosive exposure
2. Motor vehicle driving/outside helper
3. Roofing
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. Power saws and shears
10. Power-driving meat slicing/processing machines

**HOURS OF WORK**

<table>
<thead>
<tr>
<th>16 &amp; 17 Year Olds</th>
<th>14 &amp; 15 Year Olds</th>
<th>12 &amp; 13 Year Olds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Must have completed 7th grade to work while school is in session. (EC 49112)</td>
<td>Must have completed 7th grade to work while school is in session. (EC 49112)</td>
<td>Labor laws generally prohibit non-farm employment of children younger than 14. Special rules apply to agricultural work, domestic work, and the entertainment industry. (LC 1285–1312)</td>
</tr>
</tbody>
</table>

**School In Session**

<table>
<thead>
<tr>
<th></th>
<th>16 &amp; 17 Year Olds</th>
<th>14 &amp; 15 Year Olds</th>
<th>12 &amp; 13 Year Olds</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 hours per day on any schoolday</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>(EC 49112; 49116; LC 1391)</td>
<td></td>
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<tr>
<td>8 hours on any non-schoolday or on any day preceding a non-schoolday. (EC 49112; LC 1391)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>48 hours per week (LC 1391)</td>
<td></td>
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</tr>
<tr>
<td>WEE students &amp; personal attendants may work more than 4 hours on a schoolday, but never more than 8. (EC 49116; LC 1391, 1392)</td>
<td></td>
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</tr>
<tr>
<td>3 hours per schoolday outside of school hours (EC 49112, 49116; LC 1391)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>8 hours on any non-schoolday</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No more than 18 hours per week (EC 49116; LC 1391)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>WEE students may work during school hours &amp; up to 23 hours per week. (EC 49116; LC 1391)</td>
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<tr>
<td>2 hours per schoolday and a maximum of 4 hours per week. (EC 49112)</td>
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</tbody>
</table>

**School Not In Session**

<table>
<thead>
<tr>
<th></th>
<th>16 &amp; 17 Year Olds</th>
<th>14 &amp; 15 Year Olds</th>
<th>12 &amp; 13 Year Olds</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 hours per day (LC 1391, 1392)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>48 hours per week (LC 1391)</td>
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<td></td>
</tr>
<tr>
<td>8 hours per day (LC 1391, 1392)</td>
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</tr>
<tr>
<td>40 hours per week (LC 1391)</td>
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</tbody>
</table>

**Spread of Hours**

<table>
<thead>
<tr>
<th></th>
<th>16 &amp; 17 Year Olds</th>
<th>14 &amp; 15 Year Olds</th>
<th>12 &amp; 13 Year Olds</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 a.m.–10 p.m. However, until 12:30 a.m. on any evening preceding a non-schoolday (LC 1391)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WEE students, with permission, until 12:30 a.m. on any day (LC 1391.1)</td>
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</tr>
<tr>
<td>Messengers: 6 a.m.–9 p.m.</td>
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<td></td>
</tr>
<tr>
<td>7 a.m.–7 p.m., except that from June 1 through Labor Day, until 9 p.m. (LC 1391)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 a.m.–7 p.m., except that from June 1 through Labor Day, until 9 p.m. (LC 1391)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>