

Work Permit

What is a work permit and where can I get one?

A work permit is a legal document required by the state of California that allows a person under 18 years of age to hold a job. You may get a work permit from your local public high school. There are four steps in obtaining a work permit from Oak Ridge:

1. Obtain a work permit application in the College & Career Center (or the application form may be downloaded from the Oak Ridge High School website).
2. Fill out the personal information at the top of the application, get your prospective employer to fill out the information required in the middle portion, and have a parent or guardian sign the application.
3. Return the completed work permit request/application to your high school where the work permit will be processed and signed. **Your school will need 24 hours to process the Work Permit.**
4. Work Permit will be returned to you. You may need to stop by the College & Career Center to pick up your work permit.
5. Bring the typed and signed work permit back to your employer.

At what age can I get a work permit?

Minors aged 12 through 17 are required to get work permits before starting a job. A minor under the age of 12 cannot receive a work permit except in the entertainment industry. There are a few exceptions to these rules. Employers can refer to California Child Labor Laws.

Does a work permit require school attendance?

Minors under 18 years of age must attend school to get a work permit. If a student graduates from high school before age 18, he or she no longer needs a work permit. If a student passes the California High School Proficiency Exam (CHSPE) or the G.E.D. before the age of 18, he or she no longer needs a work permit. When an employer hires someone under 18 years old who has graduated, passed the CHSPE or G.E.D., the document verifying that fact must be given to the employer as proof that no work permit is required. Minors between 16 and 18 years of age who have dropped out of school must be enrolled in continuation or adult school classes for at least four hours per week before getting a work permit. Emancipated minors must attend school in order to get a work permit. Emancipated minors are those who have gone through court proceedings to be legally separated and freed from the control of their parents for certain reasons.

Emancipated minors are still required to get a work permit before being employed but may obtain the work permit without parent consent and signature.

Can a work permit be taken away?

Yes, the work permit can be cancelled and taken away at any time by a high school administrator. In addition, a work permit can be cancelled at a parent's request with good reason. Good reasons for canceling a work permit might include: job does not fit legal requirements for minors, hours scheduled create a truancy or absence problem for the student, or demands of job are causing student to fail classes at school.

When does a work permit expire?

A minor must obtain a work permit for each job. A work permit is no longer valid when a minor quits or leaves a job. A new work permit application must be filled out for each new job. In addition, all work permits in the state of California **expire approximately five days after the opening of school in the Fall**. This is to insure that all minors report to school in the fall before continuing to work after summer vacation. Therefore, if a minor obtained a job and work permit in June and still had that same job in September, the work permit would expire. The minor would need to obtain a new work permit for the new school year even though it was for the same continuing job.

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, 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 |
|--|----------------------|------|

| For authorized work permit issuer use ONLY | | | | | | | | | | | | | | | | | |
|---|------|-----|------|-----|-----|-----|-------|--|---|------|-----|------|-----|-----|-----|-------|--|
| Maximum number of work hours when school is in session: | | | | | | | | | Maximum number of work hours when school is not in session: | | | | | | | | |
| Mon | Tues | Wed | Thur | Fri | Sat | Sun | Total | | Mon | Tues | Wed | Thur | Fri | Sat | Sun | Total | |
| Proof of Minor's Age (Evidence Type) | | | | | | | | | Check Permit Type: <input type="checkbox"/> Full-time <input type="checkbox"/> Restricted <input type="checkbox"/> General <input type="checkbox"/> Work Experience Education, Vocational Education, or Personal Attendant <input type="checkbox"/> Workability | | | | | | | | |
| Verifying Authority's Name and Title (Print) | | | | | | | | | | | | | | | | | |
| Verifying Authority's Signature | | | | | | | | | | | | | | | | | |

For more information about child labor laws, contact the U.S. Department of Labor at <http://www.dol.gov/>, and the State of California Department of Industrial Relations, Division of Labor Standards Enforcement at <http://www.dir.ca.gov/DLSE/dlse.html>.

Oak Ridge High School Work Permit Contract

Student Name: (Please Print) _____

Students are responsible for **regular attendance** and **successful progress** in the classes in which they are enrolled in order to retain a Work Permit.

A Work Permit may be withheld or cancelled for any of the following reasons:

1. Failure to attend school
2. Excessive absences and/or tardiness
3. Multiple discipline referrals
4. Lack of academic and classroom success (**maintain a 2.0 GPA**)
5. Dropping out of school or expulsion from school
6. At the request of the student's parent
7. At the request of school administration

Cancellation Process:

1. Parent contact will be made when appropriate
2. The employer will be notified that a Work Permit is canceled

Please note:

- Students who change jobs and or employers must apply for a new Work Permit.
- This Work Permit will expire approximately 5 days after the beginning of school in Fall.
- Please indicate if you are in either of the following programs:

Independent Study

Home & Hospital

I have read and understand the above information:

Student Signature _____ **Date:** _____

Parent Signature _____ **Date:** _____