

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

**NOT A WORK PERMIT – PRINT ALL INFORMATION EXCEPT SIGNATURES**

## For Minor to Complete – Sec. 1

Minor's Name (Print last name first)	Social Security Number	Date of Birth	Age	Grade
Street Address	City	ZIP Code	Home Phone	
Newbury Park Adventist Academy	180 Academy Drive	91320	(805) 498-2191	
School Name	Address	ZIP Code	School Phone	

## For Employer to Complete – Sec. 2

(Please review rules for employment of minors on reverse)

Business Name	Street Address	City	ZIP Code				
Business Phone	Minor's Work Duties	Hourly Wage					
<b>Maximum number of hours of employment when school is in session:</b>							
Mon. _____	Tue. _____	Wed. _____	Thurs. _____	Fri. _____	Sat. _____	Sun. _____	Weekly = _____
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, 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 – Sec. 3

*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

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

\_\_\_\_\_  
Date

## For School to Complete

Evidence of Minor's Age		Signature of Verifying Authority	
TYPE: Regular <input type="checkbox"/>	Vacation <input type="checkbox"/>	Work Experience Education <input type="checkbox"/>	
Year-Round <input type="checkbox"/>	Other (Specify) <input type="checkbox"/>		

## 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)