



WORK PERMIT APPLICATION

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



PRINT ALL INFORMATION EXCEPT SIGNATURES

Bring this completed and signed application to your resident school along with a picture I.D. (a school I.D. from the current school year, a California Driver's License or a California I.D.) and your Social Security number.

Section 1 | For Minor to Complete

Student School I.D.#

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Minor's Name (print last name first)

Social Security Number

Date of Birth

Age

Street Address

City

Zip Code

Home Phone

School Name

Address

Zip Code

School Phone

Section 2 | For Employer to Complete (Please review Summary of Minor's Work Regulations, on page 2)

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 _____ Tue _____ Wed _____ Thurs _____ Fri _____ Sat _____ Sun _____ Weekly Total _____

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)

Section 3 | 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.

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

Name of Business

Signature of Parent or Legal Guardian

Date

Section 4 | For School Office Use ONLY

Birth Certificate

School Record

Other _____

Evidence of Minor's Age

Grade Level

TYPE: Regular

Vacation

Year-Round

Other (specify) _____

Verified by: _____
Initials

Date: _____

Submit your completed application form in person to your resident school

The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or other unlawful consideration. SUHSD Policy # 2224



Agencies Controlling Employment of Minors

State child labor laws and the child labor provisions of the federal Fair Labor Standards Act (FLSA) govern most California employers. If federal laws, state laws and school district policies conflict, the more restrictive law (that which is most protective of the employee) prevails.

Summary of Minors' Work Regulations

Generally, minors must attend school until age 18 unless they are 16 or older and have graduated from high school or received a state Certificate of Proficiency.

Minors under the age of 18 may not work in occupations declared hazardous for young workers as listed below.

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| 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 information about hazardous occupation, 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.

Labor laws set the basic minimum age of 16 years for general employment. Persons younger than 16 years are allowed to work only in limited, specified occupations which exclude baking, manufacturing, processing, construction, warehouse, and transportation occupations.

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.

Employers of minors required to attend school must complete a "Statement of Intent to employ Minor and Request for Work Permit" (SUHSD form B1-1) for the school district of attendance for each such minor. Employers must themselves have on file each such minor a "Permit to Employ and Work" (SUHSD form B1-4). Work permits (SUHSD B1-4) must be open at all times for inspection by sanctioned authorities.

A Work Permit (SUHSD B1-4) must be revoked whenever the issuing authority determines the employment is illegal or is impairing the health or education of the minor.

Hours of Work

16-17 Years Old:

When school is in session: Daily maximum 4 hours, Monday through Thursday. 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 48 hours per week. Work must be performed between 5:00 a.m. and 10:00 p.m. except that work may extend to 12:30 a.m. on nights preceding non school days.

14-15 Years Old:

When school is in session: Daily maximum 3 hours. Weekly maximum 18 hours. Generally may not work during school hours. When school is not in session: Daily maximum 8 hours and weekly maximum 40 hours. May work from 7:00 a.m. to 7:00 p.m. any day of the week. May work from 7:00 a.m. to 9:00 p.m. from June 1 to Labor Day.

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.

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.