

THE STATE OF CALIFORNIA  
Work Permit for Minors

**THE STATE OF CALIFORNIA REQUIRES THAT ALL MINORS  
(A PERSON UNDER THE AGE OF 18)  
HAVE A WORK PERMIT ON FILE AT THE WORKSITE BEFORE THE  
EMPLOYMENT IS LEGAL**  
Exceptions: High School Diploma or equivalent

**A minor not attending school is not eligible for a California Work Permit**

Once a student has been offered a job, the student downloads and prints a work permit application: B1-1, "Statement of Intent to Employ Minor and Request for Work Permit" from their high school website <https://edison.fresnounified.org/> (click on Students, look for Guidance, then click on College & Career Services, or Counseling) copies are also available at the school site.

**Directions to complete the B1-1 Work Permit form BEFORE submitting for processing:**

1. Student must completely fill out the B1-1 section using black/blue ink. **Print clearly and include SSN (social security number)**
2. Student must request that the employer **completely** fill out the employer section. The **"Description of Work"** must be detailed and complete. Student must obtain employer/supervisor original signature prior to district verification and the two signatures (student and employer) must be within seven (7) days of each other.
3. Student must obtain parent/guardian approval with signature.
4. **Student can turn in their accurately, completed form to their school's Job Developer, or e-mail it to [AnnaMarie.RonquilloGrisby@fresnounified.org](mailto:AnnaMarie.RonquilloGrisby@fresnounified.org) to have it processed**
5. **All signatures must be original. Electronic signatures, stamps, etc. are not accepted**

Per California Labor Law, work permits will be valid through August 20, 2022. Students **cannot** work during school hours/class instruction time

**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>.

Student Name \_\_\_\_\_ Student ID# \_\_\_\_\_

In order to acquire a work permit in the Fresno Unified School District, the following minimum standards must be adhered to attendance, grades and citizenship guidelines. **Additionally, students must be enrolled in five (5) courses per quarter in order to maintain a valid Work Permit (FC 46145)**

**ATTENDANCE STANDARD:**

**Students with six (6) or more days of unexcused absences or thirty-six (36) individual period absences/tardies per quarter** will receive a probationary work permit; students may be employed and work with a probationary work permit. Subsequent violations of the attendance standard results in revocation of the student's work permit. Parents and employers will be notified by the student's counselor of the probation/revocation status of the student's work permit.

**GRADING STANDARD:**

**Student must have a quarterly eligibility grade point average (GPA) of 2.0 or better or the work permit will be placed on probation.** Students may be employed and work during a probation period. Subsequent violations of the grading standard results in revocation of the student's work permit. Parents and employers will be notified by the student's counselor of the probation/revocation status of the student's work permit.

**CITIZENSHIP STANDARD:**

**Students must maintain appropriate conduct in citizenship.** Suspension, expulsion or conduct referrals will result in a probationary work permit. Students may be employed and work during a probation period. Subsequent violations of the citizenship standard results in revocation of the student's work permit. Parents and employers will be notified by the student's counselor of the probation/revocation status of the student's work permit.

The Fresno Unified School District's intent is to improve each student's academic performance, attendance, and citizenship as they build their work habits, skills, and positive character references. Students must re-apply for a work permit after the revocation period providing the student has met the District's minimum requirements to maintain the work permit.

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**I have read and understand the above information on the Requirements to Maintain the Work Permit.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**<For Office Use Only>**

GPA \_\_\_\_\_ Attendance \_\_\_\_\_ Citizenship \_\_\_\_\_

Regular \_\_\_\_\_ Probation \_\_\_\_\_ Denied \_\_\_\_\_

Reason for Probation or Denial \_\_\_\_\_

Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**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)***STUDENT ID** \_\_\_\_\_**Minor's Information**

Minor's Name ( <i>First and Last</i> )		Home or Cell Phone	Grade
Home Address		City	Zip Code
Birth Date	Social Security Number	Age	Student's Signature

**School Information**

Edison High School	(559) 457-2650	
School Name	School Phone	
540 E. California Ave.	Fresno	93706
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 ( <i>Print First and Last</i> )	Parent's Signature	Date
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**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 ( <i>Print First and Last</i> )	Employer's Signature	Date
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**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 ( <i>Evidence Type</i> )								<b>Check Permit Type:</b> <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 ( <i>Print</i> )															
Verifying Authority's Signature															

## HOURS OF WORK

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

### School In Session

4 hours per day on any school day ( <i>EC 49112; 49116; LC 1391</i> ) 8 hours on any non-school day or on any day preceding a non-school day. ( <i>EC 49112; LC 1391</i> ) 48 hours per week ( <i>LC 1391</i> ) WEE students & personal attendants may work more than 4 hours on a school day, but never more than 8. ( <i>EC 49116; LC 1391, 1392</i> )	3 hours per school day outside of school hours ( <i>EC 49112, 49116; LC 1391</i> ) 8 hours on any non-school day No more than 18 hours per week ( <i>EC 49116; LC 1391</i> ) WEE students may work during school hours & up to 23 hours per week. ( <i>EC 49116; LC 1391</i> )	2 hours per school day and a maximum of 4 hours per week. ( <i>EC 49112</i> )
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### School Not in Session

8 hours per day ( <i>LC 1391, 1392</i> ) 48 hours per week ( <i>LC 1391</i> )	8 hours per day ( <i>LC 1391, 1392</i> ) 40 hours per week ( <i>LC 1391</i> )	8 hours per day ( <i>LC 1391, 1392</i> ) 40 hours per week ( <i>LC 1391</i> )
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### Spread of Hours

5 a.m.–10 p.m. However, until 12:30 a.m. on any evening preceding a non-school day ( <i>LC 1391</i> ) WEE students, with permission, until 12:30 a.m. on any day ( <i>LC 1391.1</i> ) Messengers: 6 a.m.–9 p.m.	7 a.m.–7 p.m., except that from June 1 through Labor Day, until 9 p.m. ( <i>LC 1391</i> )	7 a.m.–7 p.m., except that from June 1 through Labor Day, until 9 p.m. ( <i>LC 1391</i> )
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