

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 (<i>First and Last</i>)	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 (<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>)								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 (<i>Print</i>)															
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>.

Shasta Union High School District



WORK PERMIT CONTRACT

STUDENT SCHOOL SITE

- Enterprise (222-6601)
- Foothill (547-1700)
- North State Ind. (245-2760)
- Shasta (241-4161)
- Pioneer (243-1880)
- Other: _____

I understand that if I wish to work and to keep my work permit, I must abide by the following standards:

1. I must keep up in my academic work by maintaining a 2.0 GPA.
2. I must have good attendance using the following guidelines:
 - a. Criteria:
 - One truancy/unexcused absence = one mark
 - Two tardies = one mark
 - Three or more period truanies/unexcused absences in one day = one full day (six marks)
 - Two full day truanies/unexcused absences = twelve marks
 - b. District standard:
 - **Greater than 6 marks in 6 weeks = 3 week probation**
 - **While on probation greater than 3 marks in 3 weeks = revocation of Work Permit**
 - c. **Note:** Any combination of absences that exceed reasonable standards determined by Attendance Administrator and/or Work Experience Coordinator shall result in revocation of Work Permit.
3. I understand that if I am truant or do not attend school on a regular basis; I will be assigned Saturday School or detention. If I am assigned either, I understand that I must serve Saturday School or detention during the regularly scheduled hours regardless of my work schedule. I understand that it is my responsibility to make any necessary arrangements, with my employer, in order to attend Saturday School or detention. I realize that if I fail to attend, my employer will be notified and my work permit may be revoked.
4. I understand that the school will check my academic progress and attendance periodically. If it appears that my work is impairing my health or education, or that any provision or condition of the permit is being violated, the school will contact my employer.
5. I understand that my employer may request information concerning my attendance and my academic progress, as it relates to my employment as a minor, in order to determine if any provisions or conditions of the work permit and this contract are being violated. I may only work on days when I am in attendance at my respective high school (excludes non-school days).
6. (Regular Permits ONLY – Issued between August - January) I must attend a seminar to cover, and better understand *minor labor laws, workers' rights, employer expectations and customer service skills* by the end of February.

I have read the above contract and understand that if I do not abide by the above standards, my work permit will be revoked and my employer will be notified.

Date

Student Signature

Date

Parent/Guardian Signature

EMPLOYER:

I have read the above statements and understand, as an employer, my student employee's responsibility is to maintain regular attendance. Any concerns I may have about my employee will be directed to his/her Counselor, Assistant Principal or Work Experience Education Teacher that oversees attendance. As an employer, I agree not to discriminate on the basis of sexual orientation, gender, age, sex, ethnic group identification, race, ancestry, national origin, religion, color, marital status, parental status, pregnancy, mental disability, or physical disability.

Date

Employer Signature

Telephone Number of Business

Name of Business