STATE OF CALIFORNIA DEPARTMENT OF EDUCATION

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

Orange High School (School Name) | (714) 997-6211 (School Phone)

525 N. Shaffer (School Address) | Orange (City) | 92867 (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:

Mon	Tues	Wed	Thur	Fri	Sat	Sun	Total
4	4	4	4	8	8	8	48

Maximum number of work hours when school is not in session:

Mon	Tues	Wed	Thur	Fri	Sat	Sun	Total

Aeries: Student ID # GPA: Attend.

Proof of Minor's Age *(Evidence Type)*

Verifying Authority's Name and Title *(Print)*

Verifying Authority's Signature

Check Permit Type:

- ☐ Full-time
- ☐ Restricted
- ☐ General
- ☐ Work Experience Education, Vocational Education, or Personal Attendant
- ☐ Workability

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.

Work Permit Agreement
Orange High School

Student Name:_____ **Student ID:**_____

It is solely within the discretion of Orange High School to determine whether a minor may obtain a work permit and be employed. The local school district also has the authority to impose additional requirements and restrictions for the issuance of a work permit.

Please allow at least one week for the school Administration and the College and Career office to review and process the work permit to determine whether it will be granted. Be sure to inform your employer of this processing time.

By signing below, I agree to:

- **Maintain a minimum 2.0 GPA** (No "F" grades)
  - Must have "D" grade(s) or better
- **Maintain satisfactory attendance and limited truancies**
  - Students must maintain an attendance rate of at least 85% over any 30 consecutive days of enrollment. This includes the 30 days prior to requesting a work permit and every 30-day period thereafter while the work permit is active.
- **Maintains appropriate conduct at school**

Work permits may be revoked if a student fails to adhere to the eligibility criteria listed above.

Students must reapply for a work permit before the expiration date or when changing employers.

Student Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:**_____

Updated: 12/15/25

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CDE B1-1 (Rev. 07-10)

General Summary of Minors' Work Regulations

FLSA-Federal Labor Standards Act, CDE-California Department of Education, *EC*-California *Education Code*, *LC*-California *Labor Code*, *CFR*-California Federal Regulations

- **If federal laws, state laws, and school district policies conflict, the more restrictive law (the one most protective of the minor) prevails. (FLSA)**
- Employers of minors required to attend school must complete a "Statement of Intent to Employ a Minor and Request for Work Permit" (CDE B1-1) for the school attendance for each such minor. (*EC* 49162)
- Employers must retain a "Permit to Employ and Work" (CDE B1-4) for each such minor. (*EC* 49161)
- Work permits (CDE B1-4) must be retained for three years and be available for inspection by sanctioned authorities at all times. (*EC* 49164)
- A work permit (CDE B1-4) must be revoked whenever the issuing authority determines the employment is illegal or is impairing the health or education of the minor. (*EC* 49164)
- A day of rest from work is required in every seven days, and shall not exceed six days in seven. (*LC* 551, 552)

Minors under the age of 18 may not work in environments declared hazardous or dangerous for young workers, examples listed below: (*LC* 1294.1 and 1294.5, 29 *CFR* 570 Subpart E)

1. Explosive exposure
2. Motor vehicle driving/outside helper
3. Roofing
4. Logging and sawmilling
5. Power-driven woodworking machines
6. Radiation exposure
7. Power-driven hoists/forklifts
8. Power-driven metal forming, punching, and shearing machines
9. Power saws and shears
10. Power-driving meat slicing/processing machines

HOURS OF WORK

16 & 17 Year Olds	14 & 15 Year Olds	12 & 13 Year Olds
Must have completed 7th grade to work while school is in session. (*EC* 49112)	Must have completed 7th grade to work while school is in session (*EC* 49112)	Labor laws generally prohibit non-farm employment of children younger than 14. Special rules apply to agricultural work, domestic work, and the entertainment industry. (*LC* 1285–1312)
School In Session		
4 hours per day on any schoolday (*EC* 49112; 49116; *LC* 1391) 8 hours on any non-schoolday or on any day preceding a non-schoolday. (*EC* 49112; *LC* 1391) 48 hours per week (*LC* 1391) WEE students & personal attendants may work more than 4 hours on a schoolday, but never more than 8. (*EC* 49116; *LC* 1391, 1392)	3 hours per schoolday outside of school hours (*EC* 49112, 49116; *LC* 1391) 8 hours on any non-schoolday No more than 18 hours per week (*EC* 49116; *LC* 1391) WEE students may work during school hours & up to 23 hours per week. (*EC* 49116; *LC* 1391)	2 hours per schoolday and a maximum of 4 hours per week. (*EC* 49112)
School Not In Session		
8 hours per day (*LC* 1391, 1392) 48 hours per week (*LC* 1391)	8 hours per day (*LC* 1391, 1392) 40 hours per week (*LC* 1391)	8 hours per day (*LC* 1391, 1392) 40 hours per week (*LC* 1391)
Spread of Hours		
5 a.m.–10 p.m. However, until 12:30 a.m. on any evening preceding a non-schoolday (*LC* 1391) WEE students, with permission, until 12:30 a.m. on any day (*LC* 1391.1) 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. (*LC* 1391)	7 a.m.–7 p.m., except that from June 1 through Labor Day, until 9 p.m. (*LC* 1391)

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