

**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.

**Minor’s Information**

Minor’s Name ( <i>First and Last</i> )	Home Phone	Grade / CHS Student ID#
Home Address	City	Zip Code
Birth Date	Social Security Number	Age
<b>Student’s Signature</b>		

**School Information**

Chico High School	530-891-3026	
School Name	School Phone	
1901 Esplanade	Chico, CA	95926
School Address	City/State	Zip Code

**To be filled in and signed by parent or legal guardian**

*This minor is being employed at the place of work described on the previous page 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.*

Signature of Parent or Legal Guardian	Date
---------------------------------------	------

**In addition** to the employer mentioned above, my child is working for: \_\_\_\_\_  
 Name of Business

**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
---	----------------------	------

<b>For authorized work permit issuer use ONLY</b>															
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 <input type="checkbox"/> Other (specify)							
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>.

### CHICO UNIFIED SCHOOL DISTRICT - WORK PERMIT AGREEMENT

*Under the provision of the CUSD Board Policy 6421 and CUSD Administrative Procedure 6421.1, a work permit may be denied, may be issued with restrictions, or may be revoked (and employers contacted) if any of the following occurs:*

1. You are declared a **“truant.”** This means that you have had three (3) trancies on three separate days of more than 30 minutes in a school year. In this school district, students must maintain good attendance.
2. You **are not punctual** to your classes (no more than 5 total tardies to all classes).
3. You have **more than one referral** from any one or more of your teachers due to excessive absences or unacceptable school behavior.
4. You are **failing more than one class** and/or your grade point average drops below a 2.0 at any grading period.
5. You **fail to earn an adequate number of credits** to keep you on track for graduation.

“A work permit must be revoked whenever the issuing authority determines the employment is illegal or is impairing the health or education of the minor.”

An assistant principal and/or a designee may issue a restricted work permit and place the student on a contract for a period of time to allow the student to improve grades, attendance, and/or punctuality. If the student fails to meet the conditions of the restricted work permit contract, the permit will be revoked.

**NOTE:** A school day is defined as 240 minutes. Students are **not allowed** to work if they have been absent from their regularly scheduled classes at school. It is the student’s responsibility to notify their employer.

A student who is suspended from school is **not allowed** to work during the school day(s) or evening(s) of their suspension from school. The work permit supervisor at each school will contact the employer.

**I have read and understand all of the above information.**

**Student Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

### CHICO UNIFIED SCHOOL DISTRICT – WORK PERMITS

**School officials may restrict working hours to fewer than the maximum allowed by State and Federal law. Permits issued by the Chico Unified School District are more restrictive.**

#### **Hours of work when school is in session:**

- |             |   |
|-------------|---|
| Ages 16-17  | Enrolled in a Work Experience or ROP/CVE Program<br>36 total hours per week<br>6 hours maximum per day Monday through Thursday<br>8 hours maximum per day Friday, Saturday, and Sunday<br>5:00 a.m. to 12:30 a.m. with permission of parent, request of employer, and approval of Work Experience Instructor      |
| Ages 16-17  | Regular Students (not enrolled in Work Experience or ROP/CVE)<br>30 total hours per week<br>4 hours maximum per day Monday through Thursday<br>8 hours maximum per day Friday, Saturday, and Sunday<br>5:00 a.m. to 10 p.m. on school nights<br>5:00 a.m. to 12:30 a.m. on any evening preceding a non-school day |
| Ages 14-15: | Regular Students (not enrolled in Work Experience or ROP/CVE)<br>18 total hours per week<br>3 hours maximum per day Monday through Friday<br>8 hours maximum per day Saturday and Sunday<br>7 a.m. to 7 p.m. every day of the week  |