

Statement of Intent to Employ Minor and Request for Work Permit

Not a work permit —Print all information except signatures

For Minor to Complete



Minor's name (last name first) _____ Social security number _____ Date of birth _____ Age _____ Grade _____

Street address _____ City _____ ZIP Code _____ Home telephone _____

School name _____

Street address _____ City _____ ZIP Code _____ School telephone _____

For Employer to Complete (Please review rules for employment of minors on reverse.)



Name of business _____

Street address _____ City _____ ZIP Code _____ Business telephone _____

Minor's work duties _____ Hourly wage _____

Maximum number of hours of employment when school is in session:

Mon. _____ Tues. _____ Wed. _____ Thurs. _____ Fri. _____ Sat. _____ Sun. _____ Weekly = _____

In compliance with California labor laws, this employee is covered by worker's 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.

Supervisor's signature _____ Supervisor's name (print or type) _____

For Parent or Guardian 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 _____

For School to Complete

Evidence of minor's age _____

Signature of verifying authority _____

Type: Regular _____
 Vacation _____
 Year-Round _____
 Work Experience Education _____
 Other (specify) _____

General Summary of Minors' Work Regulations

- If federal laws, state laws and school district policies conflict, the more restrictive law (the one most protective of the employee) prevails.
- Generally, minors must attend school until age 18 unless they are 16 years or older and have graduated from high school or received a state Certificate of Proficiency.
- Employers of minors required to attend school must complete a "Statement of Intent to Employ Minor and Request for Work Permit" (form B1-1) for the school district of attendance for each such minor.
- Employers must retain a "Permit to Employ and Work" (form B1-4) for each such minor.
- Work permits (B1-4) must be retained for three years and be available for inspection by sanctioned authorities at all times.
- A work permit (B1-4) must be revoked whenever the issuing authority determines the employment is illegal or is impairing the health or education of the minor.

Minors under the age of 18 may not work in environments declared hazardous or dangerous for young workers as listed below:

1. Explosive exposure
2. Motor vehicle driving/outside helper
3. Coal mining
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. Other mining
10. Power-driven meat slicing/processing machines
11. Power-baking machines
12. Power-driven paper products/paper bailing machines
13. Manufacturing brick, tile products
14. Power saws and shears
15. Wrecking, demolition
16. Roofing
17. Excavation operation

For more complete information about hazardous occupations, 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.

- Minors younger than 16 years are allowed to work only in limited, specified occupations that exclude baking, manufacturing, processing, construction, warehouse, and transportation occupations.
- In addition to safety regulations, labor laws applicable to adult employees also generally apply 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.
- 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.

Ages	Hours of Work
16 – 17	<p><i>When school is in session:</i> Daily maximum of 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. Students in Work Experience Education or cooperative vocational education programs may be permitted to work a maximum of 8 hours on a school day.</p> <p><i>When school not in session:</i> May work up to 48 hours per week but no more than 8 hours in any one day.</p> <p>Work must be performed no earlier than 5 a.m. or later than 10 p.m. except that work may extend to 12:30 a.m. on nights preceding non-school days. Students in Work Experience Education or cooperative vocational education programs may be authorized to work until 12:30 a.m. on nights preceding school days with specified written permission.</p>
14 – 15	<p><i>When school is in session:</i> On school days daily maximum 3 hours. On non-school days may work 8 hours. Weekly maximum of 18 hours. Students in Work Experience Education and career exploration programs may work up to 23 hours per week.</p> <p><i>When school is not in session:</i> Daily maximum 8 hours and weekly maximum 40 hours.</p> <p><i>May not work during public school hours</i> except students in Work Experience Education or career exploration programs.</p> <p>Work must be performed no earlier than 7 a.m. nor later than 7 p.m. any day of the week. From June 1 to Labor Day work hours may be extended to 9 p.m.</p>
Younger than 14	<p>Labor laws generally prohibit nonfarm employment of children younger than 14. Special rules apply to agricultural work, domestic work and the entertainment industry.</p>

Laws and Agencies Controlling Employment of Minors

Most California employers are governed not only by state child labor laws but by the child labor provisions of the federal Fair Labor Standards Act (FLSA). When federal and state laws both apply, the more restrictive law prevails.

FLSA sets basic minimum ages of 16 for general employment and 18 for occupations declared particularly hazardous for young workers. Persons younger than 16 are allowed to work only in limited, specified occupations which exclude baking, manufacturing, processing, construction, warehouse, and transportation occupations. (See U. S. Department of Labor (DOL) Child Labor Bulletins 101 and 102.)

California law also sets out minimum ages, as summarized below, and restricts or prohibits employment of specified age groups of minors in specified hazardous occupations. (See "California Child Labor Laws 1995-96," a publication of the California Division of Labor Standards Enforcement.)

Information on federal labor laws is available from the DOL's Wage and Hour Division, Employment Standards Administration. Information on state child labor laws is available from the Division of Labor Standards Enforcement. Both the federal and state agencies have offices in several California cities.

Summary of Minors' Work Regulations

1. Federal and state law generally prohibit nonfarm employment of children younger than 14. Special rules apply to agricultural and domestic work and to the entertainment industry.
2. Children generally 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.
3. Employers of minors required to attend school must have a "Statement of Intent to Employ Minor and Request for Work Permit" (Form B1-1) on file with the school district of attendance for each such minor and must themselves have on file for each minor a "Permit to Employ and Work" (Form B1-4). Records are to be open at all times for inspection by school authorities and officers of the Division of Labor Standards Enforcement.
4. 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.
5. Labor laws applicable to adult employees are also generally applicable to minor employees, including workers' compensation insurance requirements.
6. 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.
7. Hours of work: (When federal and state laws both apply, the more restrictive law prevails.)

Age	Federal Regulations	State Law
12-13	Prohibits the nonfarm employment of minors under the age of 14.	Cannot work on schooldays. When school is not in session: daily maximum 8 hours, weekly maximum 40 hours.
14-15	When school is in session: daily maximum 3 hours, weekly maximum 18 hours, except 23 hours if student is in Work Experience Education program. (Generally may not work during school hours except in Work Experience Education program.) When school is not in session: daily maximum 8 hours and weekly maximum 40 hours.	Same as federal regulations.
16-17	Same as for adult—state child labor standard prevails.	Four (4) hours per day on any schoolday. Eight (8) hours on any non-schoolday or on any day that precedes a non-schoolday. May be permitted to work 48 hours per week. Maximum hours vary per school district policy. Work Experience Education student may be permitted to work a maximum of 8 hours on a schoolday. High school graduates and state Certificate of Proficiency recipients are treated as adults.
8. Spread of hours:		
12-13	(See 1, above)	Work must be performed between 7 a.m. and 7 p.m. except June 1 through Labor Day when the hour is extended until 9 p.m.
14-15	Work must be performed between 7 a.m. and 7 p.m. except June 1 through Labor Day when the hour is extended until 9 p.m.	Same as federal regulations.
16-17	Same as for adult—state child labor standard prevails.	Work must be performed between 5 a.m. and 10 p.m. except that work may extend to one-half hour past midnight on nights preceding non-schooldays. Student in Work Experience Education program may be authorized to work until one-half hour past midnight on nights preceding schooldays.
9. 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.		
10. Prohibited hazardous occupations for minors under 18 by the federal and state law:		
<ol style="list-style-type: none"> 1. Explosives 2. Motor vehicle driving/outside helper 3. Coal mining 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. Other mining 	<ol style="list-style-type: none"> *10. Power-driven meat slicing/processing machines and meat slaughtering 11. Power baking machines *12. Power-driven paper products/paper-baling machines 13. Manufacturing brick, tile products *14. Power saws and shears 15. Wrecking, demolition *16. Roofing *17. Excavation operation 	

*See U.S. Department of Labor Bulletin 101, "Child Labor Requirements in Nonagricultural Occupations Under the Fair Labor Standards Act," for apprentice and student-learner exemptions.