

**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 |
|---------------------------------------------|--------------------|------|

**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 |
|-----------------------------------------------|----------------------|------|

**For authorized work permit issuer use ONLY**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |      |      |      |      |     |     |       |       |  |  |  |  |  |  |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |     |      |     |      |     |     |     |       |  |  |  |  |  |  |  |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------|------|------|-----|-----|-------|-------|--|--|--|--|--|--|--|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|------|-----|------|-----|-----|-----|-------|--|--|--|--|--|--|--|--|
| Maximum number of work hours when school is in session:<br><table border="0" style="width:100%; text-align: center;"> <tr> <td style="border-bottom: 1px solid black;">Mon</td> <td style="border-bottom: 1px solid black;">Tues</td> <td style="border-bottom: 1px solid black;">Wed</td> <td style="border-bottom: 1px solid black;">Thur</td> <td style="border-bottom: 1px solid black;">Fri</td> <td style="border-bottom: 1px solid black;">Sat</td> <td style="border-bottom: 1px solid black;">Sun</td> <td style="border-bottom: 1px solid black;">Total</td> </tr> <tr> <td style="border-bottom: 1px solid black; width: 100px;"></td> <td style="border-bottom: 1px solid black; width: 100px;"></td> <td style="border-bottom: 1px solid black; width: 100px;"></td> <td style="border-bottom: 1px solid black; width: 100px;"></td> <td style="border-bottom: 1px solid black; width: 100px;"></td> <td style="border-bottom: 1px solid black; width: 100px;"></td> <td style="border-bottom: 1px solid black; width: 100px;"></td> <td style="border-bottom: 1px solid black; width: 100px;"></td> </tr> </table> Proof of Minor’s Age <i>(Evidence Type)</i><br>_____<br>Verifying Authority’s Name and Title <i>(Print)</i><br>_____<br>Verifying Authority’s Signature<br>_____ | Mon  | Tues | Wed  | Thur | Fri | Sat | Sun   | Total |  |  |  |  |  |  |  |  | Maximum number of work hours when school is not in session:<br><table border="0" style="width:100%; text-align: center;"> <tr> <td style="border-bottom: 1px solid black;">Mon</td> <td style="border-bottom: 1px solid black;">Tues</td> <td style="border-bottom: 1px solid black;">Wed</td> <td style="border-bottom: 1px solid black;">Thur</td> <td style="border-bottom: 1px solid black;">Fri</td> <td style="border-bottom: 1px solid black;">Sat</td> <td style="border-bottom: 1px solid black;">Sun</td> <td style="border-bottom: 1px solid black;">Total</td> </tr> <tr> <td style="border-bottom: 1px solid black; width: 100px;"></td> <td style="border-bottom: 1px solid black; width: 100px;"></td> <td style="border-bottom: 1px solid black; width: 100px;"></td> <td style="border-bottom: 1px solid black; width: 100px;"></td> <td style="border-bottom: 1px solid black; width: 100px;"></td> <td style="border-bottom: 1px solid black; width: 100px;"></td> <td style="border-bottom: 1px solid black; width: 100px;"></td> <td style="border-bottom: 1px solid black; width: 100px;"></td> </tr> </table> <b>Check Permit Type:</b><br><input type="checkbox"/> Full-time<br><input type="checkbox"/> Restricted<br><input type="checkbox"/> General<br><input type="checkbox"/> Work Experience Education, Vocational Education, or Personal Attendant<br><input type="checkbox"/> Workability | Mon | Tues | Wed | Thur | Fri | Sat | Sun | Total |  |  |  |  |  |  |  |  |
| Mon                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Tues | Wed  | Thur | Fri  | Sat | Sun | Total |       |  |  |  |  |  |  |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |     |      |     |      |     |     |     |       |  |  |  |  |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |      |      |      |      |     |     |       |       |  |  |  |  |  |  |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |     |      |     |      |     |     |     |       |  |  |  |  |  |  |  |  |
| Mon                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Tues | Wed  | Thur | Fri  | Sat | Sun | Total |       |  |  |  |  |  |  |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |     |      |     |      |     |     |     |       |  |  |  |  |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |      |      |      |      |     |     |       |       |  |  |  |  |  |  |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |     |      |     |      |     |     |     |       |  |  |  |  |  |  |  |  |

**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>.

# HOURS OF WORK

## SUMMARY CHART

|                             | Ages 16 & 17<br>Must have completed 7th grade to<br>work while school in session.<br>(EC 49112)                                                                                                                                                                                                                                                                                  | Ages 14 & 15<br>Must have completed 7 <sup>th</sup> grade to<br>work while school in session<br>(EC 49112)                                                                                                                                                                         | Ages 12 & 13                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SCHOOL<br>IN<br>SESSION*    | 4 hours per day on any schoolday**<br>[EC 49112; 49116; LC 1391]<br><br>8 hours on any non-schoolday or on<br>any day preceding a non-schoolday.<br>[EC 49112; 49116; LC 1391]<br><br>48 hours per week [LC 1391]<br><br>WEE students & personal<br>attendants*** may work more than 4<br>hours on a schoolday, but never more<br>than 8. See text. [EC 49116; LC<br>1391, 1392] | 3 hours per schoolday outside of<br>school hours<br>[EC 49112, 49116; LC 1391]<br><br>8 hours on any non-schoolday<br><br>18 hours per week [EC 49116; LC<br>1391]<br><br>WEE students may work during<br>school hours & up to 23 hours per<br>week. See text. [EC 49116; LC 1391] | May be employed only during school<br>holidays and vacations (usually<br>construed to include weekends). May<br>never be employed on any schoolday,<br>either before or after school. [EC<br>49111] See text.<br><br>Daily and weekly work hour<br>maximums while school is in session<br>are not specified in statute, but may<br>not exceed the maximum allowed<br>when school is not in session or the<br>maximum stated on permit.<br>[EC 49111; LC 1391, 1392] See text.<br><br>Not eligible for WEE programs. [EC<br>49113] |
| SCHOOL<br>NOT IN<br>SESSION | 8 hours per day [LC 1391, 1392]<br><br>48 hours per week [LC 1391]                                                                                                                                                                                                                                                                                                               | 8 hours per day [LC 1391, 1392]<br><br>40 hours per week [LC 1391]                                                                                                                                                                                                                 | 8 hours per day [LC 1391, 1392]<br><br>40 hours per week [LC 1391]                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| SPREAD OF<br>HOURS          | 5 a.m. - 10 p.m. However, until 12:30<br>a.m. on any evening preceding a<br>nonschoolday [LC 1391]<br><br>WEE students, with permission, until<br>12:30 a.m. on any day [LC 1391.1]<br><br>Messengers: 6 a.m. - 9 p.m.                                                                                                                                                           | 7 a.m. - 7 p.m., except that from June<br>1 through Labor Day, until 9 p.m.<br>[LC 1391]                                                                                                                                                                                           | 7 a.m. - 7 p.m., except that from June<br>1 through Labor Day, until 9 p.m.<br>[LC 1391]                                                                                                                                                                                                                                                                                                                                                                                                                                          |

### PENALTIES

EC 49111, 49112, 49116 Misdemeanor. [EC 49182]

LC 1297 Misdemeanor.[LC 1303]

LC 1391 First violation, Class B, \$500; second violation, Class B, \$1,000; third and subsequent violations, Class A, \$5,000 - \$10,000. [LC 1288] Misdemeanor.[1303]

LC 1392 Class A violation \$5,000 - \$10,000. (Minor must be a ward or apprentice.) Misdemeanor. [LC 1392]

- Permits must be revoked (by school officials or the Labor Commissioner) if work exceeds the hours stated on the permit.  
[LC 1300; EC 49164]
- With few exceptions, all employees are entitled to one day of rest in seven. [LC 551, 552] Days of rest may be accumulated providing that in each calendar month the employee receives the equivalent of one day of rest in seven. [LC 554] A violation of Sections 551, 552 and 554 is a misdemeanor. [LC 553]. School