

Work Permits for students enrolled in the  
Huntington Beach Union High School District  
Summer 2011: July 5<sup>th</sup> – August 5<sup>th</sup> Only  
7:45 a.m. – 4:00 p.m.

To obtain a work permit, please complete the application below. This is an application only and is **NOT** a work permit. Your application will need to be turned in to the HBUHSD District Office, 5832 Bolsa Ave, H.B. 92649.

**Applications received by 1:00 p.m. will be ready for pickup after 3:00 p.m.**  
**Applications received after 1:00 p.m. will be available the next business day.**

**The application must be filled out completely. Incomplete applications will be returned to you, and a work permit will not be issued.**

**Section 1 needs to be completed by the student.** Fill in your name, social security number, date of birth, age, address, telephone number, and your school information. **DO NOT** list the district office as your school. Below is a list of schools in our district and their information.

Huntington Beach High School, 1905 Main St, H.B. 92648, (714) 536-2514  
Westminster High School, 14325 Golden West St, Wm. 92683, (714) 893-1381  
Marina High School, 15871 Springdale St, H.B. 92649, (714) 893-6571  
Fountain Valley High School, 17816 Bushard St, F.V. 92708, (714) 962-3301  
Edison High School, 21400 Magnolia St, H.B. 92646, (714) 962-1356  
Ocean View High School, 17071 Gothard St, H.B. 92647, (714) 848-0656  
Valley Vista High School, 9600 Dolphin Ave, F.V. 92708, (714) 964-7766  
Coast High School, 15871 Springdale St, H.B. 92649, (714) 901-8106  
Community Day School, 1025 Westminster Mall, Sp 1022, Wm. 92683, (714) 799-1414

\*\*If you require a work permit and you attend the Huntington Beach Adult School, you will need to contact the Adult School at (714) 901-8106 for their procedure.\*\*

**Section 2 needs to be completed by the employer.** This section needs to be completely filled out and signed by the employer. If any information from this section is missing, a work permit will not be issued.

**Section 3 requires the parent/guardian signature.** You must have a parent/guardian signature in order to obtain a work permit. If the application is not signed by a parent/guardian, a work permit will not be issued.

**\*\* Picture identification is required to pick up the work permit.\*\***

STATEMENT OF INTENT TO EMPLOY MINOR AND REQUEST FOR WORK PERMIT

CDE B1-1 (REV. 06-10)

A "Statement of Intent to Employ Minor and Request for Work Permit" form must be completed before a "Permit to Employ and Work" form (CDE B1-4) can be issued to a minor. (California Education Code 49110.1[c])

(Print Information)

Minor's Information

Minor's Name (First and Last) Home Phone
Birth Date Social Security Number Grade Age
Home Address City Zip Code

School Information

School Name School Phone
School Address City Zip Code

To be filled in and signed by employer (Please review the General Summary of Minors' Work Regulations on reverse.)

Business Name or Agency of Placement Business Phone
Business Address City Zip Code

Describe nature of work to be performed:

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 here by 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

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. I request that a work permit be issued.

Parent or Legal Guardian's Name (Print First and Last) Parent or Legal Guardian's Signature Date

For authorized work permit issuer use ONLY

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

Table with columns: Mon, Tue, Wed, Thu, Fri, Sat, Sun, Total. Includes sections for Proof of Minor's Age, Verifying Authority's Name and Title, Verifying Authority's Signature, and Check Permit Type (Full-time, Work Experience, Workability, Restricted, General).

\*EC 49130 | \*\*Special Education Grant | \*\*\*Permit type defined by local school

**STATEMENT OF INTENT TO EMPLOY MINOR AND REQUEST FOR WORK PERMIT**

CDE B1-1 (REV. 06-10)

**General Summary of Minors' Work Regulations**

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

- **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 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 1285–1312)
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**

<b>16 &amp; 17 Year Olds</b>	<b>14 &amp; 15 Year Olds</b>	<b>12 &amp; 13 Year Olds</b>
Must have completed 7 <sup>th</sup> grade to work while school is in session. (EC 49112)	Must have completed 7 <sup>th</sup> 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)
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**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)
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**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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**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>.