



# UNIVERSITY HIGH SCHOOL

*A Nationally Recognized Exemplary School*

4771 Campus Drive, Irvine, California 92612 • (949) 936-7600, FAX (949) 936-7609

Website: <http://www.universityhigh.org>

## Work Permits

A work permit is a legal document required by the state of California that allows a person under 18 years of age (minor) to hold a job. Minors must meet mandatory school attendance laws and academic requirements in order to obtain and/or maintain a work permit. Schools have the right to restrict or reduce the type of employment and/or the hours of work if evidence is shown that schoolwork is being impaired by the employment. Students granted work permits must demonstrate and maintain a 2.0 grade point average and satisfactory attendance.

Reasons for cancelling a work permit include:

- Job does not fit legal requirements for minors
- Hours scheduled create a truancy or absence problem for the student
- Student is performing poorly in classes
- Poor attendance (absences/ tardies)
- The job site is not safe
- Parent's request

Workers who are ages 14 and 15 may work 3 hours on a school day and 8 hours on a non-school day for a total of no more than 18 hours per week during the school year. They may work no later than 7 pm. Workers who are ages 16 and 17 may work 4 hours on a school day and 8 hours on a non-school day for a total of no more than 28 hours per week during the school year. Workers who are ages 16 and 17 may work no later than 10 p.m. on a school night, and no later than 12:30 a.m. on a night before a non-school day (such as Friday and Saturday nights). Please allow for up to 24-48 hours to process a Work Permit request.

Student Name: \_\_\_\_\_ Long Student ID: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Email: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**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**

University High School	949-936-7600	
School Name	School Phone	
4771 Campus Drive	Irvine	92612
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
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**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
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**For authorized work permit issuer use ONLY**

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
<u>Aeries</u> Proof of Minor's Age ( <i>Evidence Type</i> ) <u>Jose Hernandez, ROP Career Specialist</u> Verifying Authority's Name and Title ( <i>Print</i> ) _____ Verifying Authority's Signature								<b>Check Permit Type:</b> <input type="checkbox"/> Full-time <input type="checkbox"/> Restricted <input checked="" type="checkbox"/> General <input type="checkbox"/> Work Experience Education, Vocational Education, or Personal Attendant <input type="checkbox"/> 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>.