

## **Statement of Intent to Employ a Minor and Request for a Work Permit Information**

The student, the employer and the parent/guardian need to complete a part of the attached form.

### **The purpose of the form is threefold:**

1. It gives the employer a chance to put in writing, their intention to employ a minor.
2. It gives the minor an opportunity to request a work permit.
3. It gives the parent/guardian a chance to give permission for his/her student to work at the place of employment indicated on the form.

Once the form has been completed, scan/email it to:  
[workpermits@berkeley.net](mailto:workpermits@berkeley.net).

**Note:** This is the first of two steps in requesting a work permit. Once we receive your completed form we will verify the information for accuracy and scan/email you a second form so you can sign it. That second form will become the official work permit. Once you receive your official work permit paperwork you may share it with your employer.

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\*\*\*Allowed # of Work Hours for Students Ages 14-15. When school is in session: On school days a daily max. of 3 hours and a weekly max. of 18 hours.

When school is not in session: The student may work a daily max. of 8 hours daily a weekly max. of 40 hours.

STATE OF CALIFORNIA DEPARTMENT OF EDUCATION

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

Form fields for Minor's Information: Minor's Name (First and Last), Home Phone, Grade, Home Address, City, Zip Code, Birth Date, Social Security Number, Age, Student's Signature

School Information

School Information fields: School Name, School Phone (and 510.644.6829), 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 Information fields: Parent's Name (Print First and Last), Parent's Signature, Date

To be filled in and signed by employer \*\*\*See top of form for allowed number of work hours for ages 14-15.

Employer's Information fields: Business Name or Agency of Placement, Business Phone, Supervisor's Name, Business Address, City, Zip Code, Employer's Maximum Expected Work Hours, 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 Information fields: Employer's Name (Print First and Last), Employer's Signature, Date

Please allow 4 business days for processing

For authorized work permit issuer use ONLY. Table with work hour limits and permit type checkboxes (Full-time, Restricted, General, Work Experience, 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.