

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

San Dieguito Union High School District  
 710 Encinitas Blvd., Encinitas, CA 92024  
 T.P.H.S. (858) 755-0125, ext. 2269 • CCA (858) 350-0253 x4037  
 L.C.C. (760) 436-6136 ext. 6445 • S.D.A. (760) 753-1121 ext. 5092  
 D.O. (760) 753-6491 (summer only)

NOT A WORK PERMIT

The employer will adhere to all Federal and State regulations regarding employment, child labor laws, minimum wages, non-discriminatory practices regarding sex, race, handicap, age, and other applicable regulations.

### 1. STATEMENT OF EMPLOYER - I intend to employ

PRINT MINOR'S NAME (LAST-FIRST)		HOME ADDRESS	CITY	ZIP CODE	AREA CODE - TELEPHONE ( )			
PRINT NAME OF BUSINESS		BUSINESS ADDRESS	CITY	ZIP CODE	AREA CODE - TELEPHONE ( )			
TYPE OF BUSINESS	MINOR'S JOB DUTIES		WAGES PER HOUR		DATE HIRED			
EMPLOYMENT - SEE REVERSE SIDE RE: HOURS			AFTER 10 P.M.					
Maximum hours of employment per day			SEE REVERSE SIDE RE WAGES					
M	T	W	Th	F	Sat	Sun	TOTAL HOURS PER WEEK _____	Does student work after 10 pm before a school day? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer's Workers' Compensation Company	SIGNATURE OF EMPLOYER <b>X</b>
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### 2. STATEMENT OF PARENT OR GUARDIAN REGARDING MINOR

SCHOOL OF ATTENDANCE	SEX	SOCIAL SECURITY NUMBER	GRADE	AGE	DATE OF BIRTH	STUDENT ID #
SIGNATURE AND RELATIONSHIP (MOTHER, FATHER, OR GUARDIAN) <b>X</b>						DATE

### 3. STATEMENT BY SCHOOL OFFICIAL

TYPES OF STUDENT: Regular <input type="checkbox"/> Work Exp. Ed., CVE <input type="checkbox"/> Cont. Ed. <input type="checkbox"/> Vacation Employee <input type="checkbox"/> Exempted Student <input type="checkbox"/> DC Initials _____ Graduate/Prof. Exam <input type="checkbox"/>	SIGNATURE OF APPROVED SCHOOL OFFICIAL  <b>X</b>	REMARKS:	PROOF OF AGE
			Birth Cert. _____ Driver Lic. _____ Sch. Record _____ Other (Specify) _____ DATE _____

This is to certify that the above information agrees with the records of this school.  
 See Reverse Side for Pertinent State and Federal Regulations.  
 Note: No carbon required.

WHITE - School District  
 PINK - Employer

## LAWS AND AGENCIES CONTROLLING EMPLOYMENT OF MINORS

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

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. (See federal Child Labor Bulletins 101 and 102).

California law also sets out minimum ages and restricts or prohibits employment of specified age groups of minors in specified hazardous occupations (See "Child Labor Laws in California").

Information of federal labor laws is available from the Wage and Hour Division, Employment Standards Administration, U.S. Dept. of Labor. Information on state child labor laws is available from the Division of Labor Standards, California Industrial Welfare Commission (IWC). Both the federal and state agencies have offices in the San Diego area:

U.S. Dept. of Labor (619) 557-5606  
 Industrial Welfare Commission (IWC) (619) 637-5500

## SUMMARY OF MINORS' WORK REGULATIONS

1. Federal law generally prohibits employment of children younger than 14. Special rules apply to agricultural and domestic work and to the entertainment industry.
2. Children must attend school until age 18 unless they have graduated from high school or received a state Certificate of Proficiency.
3. Employers of minors must have "Request for Work Permit and Statement of Intent to Employ Minor" 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." Records are to be open at all times for inspection by school authorities and officers of the Division of Labor Standards and U.S. Dept. of Labor.
4. A work permit must be revoked whenever the issuing authority determines the employment 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. The child labor laws do not generally apply to minors who deliver newspapers or work at odd jobs such as yard work or babysitting in private homes where the minor is not regularly employed.
7. Maximum hours of work:
 

Age	School Days	Nonschool Days
14-15	3 per day/18 per week	8 per day/40 per week
16-17	4 per day/36 per week	8 per day/48 per week

Students 16 years of age and older in approved work experience education programs may be permitted to work up to 8 hours on school days. Parental and school permission are required, and an agreement must be on file with the school district.
8. Spread of hours: 14-15 years of age - 7 am to 7 pm (Summer - 6/1 to Labor Day - 7 am to 9 pm)  
 16-17 years of age - 5 am to 10 pm (12:30 am before nonschool days)  
 Students 16 years of age and older in approved work experience education programs may work until 12:30 am on any day. Parental and school permission are required, and an agreement must be on file with the school district.
9. A day of rest from work is required in each work week.
10. Prevailing minimum wage must be paid to the minor. Contact IWC or FLSA for rates.