

Counselor Name: \_\_\_\_\_

SID#: \_\_\_\_\_

**NOT A WORK PERMIT – PLEASE PRINT**

Form No. BI-1 (Rev. 1-96)

**California State Department of Education**

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

**TYPE OF STUDENT:**

- Regular.....
- Work Experience Ed
- Vacation Employee...
- Exempted Student...

Name of Minor (Last Name, First Name)		Sex	M	F	Social Security Number			
Street Address		City		Zip Code		County FRESNO		Phone # (Parent or Student)
Age of Minor		Date of Birth		Proof of Age Accepted SCHOOL RECORDS		School District CLOVIS UNIFIED		
School of Attendance CLOVIS EAST HIGH		School Address 2940 LEONARD AVE., Clovis		Zip Code 93619		School Phone # (559)327-4000		
Name of Company		Supervisor's Name (please print)			Supervisor's Signature			
Employer's Address		City		Zip Code		Employer's Phone #		
Starting Wages		Employer's Workers' Compensation Carrier			Kind of Work Minor to Perform			
Hours of Employment ( per day)								
Monday thru Friday:		Saturday:		Sunday:		Weekly Total:		
<b>PARENT'S SIGNED STATEMENT:</b> This minor is being employed at work described here-on with my full knowledge and consent, and I request a Work Permit be issued.								
_____ Date				_____ Signature of Parent or Guardian				

EMAIL ADDRESS: \_\_\_\_\_

Please print your school email. This is how you will be contacted about your work permit. Thank you!

**MINORS WORK REGULATIONS**

**ALL MINORS AGES 12 THROUGH 17 MUST HAVE A " PERMIT TO EMPLOY AND WORK" ON FILE WITH THE EMPLOYER DURING THEIR TERM OF THE EMPLOYMENT THIS PERMIT IS RETURNED TO THE MINOR UPON TERMINATION**

- Minors 14 through 17 years of age must have a " Request for Work Permit and Statement of Intent to employ minor (BI-1) on file with the school district attendance when working on school days
- Minors to age 18 who have not graduated are required to attend school a minimum of four (4) hours per week. See the face of the permit for hours this minor can work.
- Students in approved work experience education programs may work up to eight (8) hours per day on days school is in session. An agreement must be on file for work experience education exemptions.
- All labor laws applicable to other employees of the business will apply to the minor' s employment
- Worker' s Compensation Insurance is required for the student when these provisions of law apply to your industry
- Minors exempt from the permit regulations are those working at news-paper delivery or baby-sitting and agricultural workers on premises owned by the parent or guardian
- Minors are not permitted to work in the following occupations: (FSLA)\*
  1. Explosives
  2. Motor Vehicles
  3. Coal Mining
  4. Logging & saw milling
  5. Power-driven wood working machines
  6. Radiation exposure
  7. Power-driven hoists
  8. Power-driven metal forming
  9. Other mining
  10. Slaughtering, meat packing
  11. Power bakery machines
  12. Power-driven paper products machines
  13. Manufacturing of brick, tile products
  14. Power saws and shears
  15. Wrecking, demolition
  16. Roofing
  17. Excavation operations
- Exceptions are available for Order Numbers 5, 7, 8, 10, 12, 14, 16, and 17 when an agreement is on file with the school indicating the student is in an approved work experience education program and the tasks are incidental to regular employment. (FSLA)\*
- Students ages and hours per day and per week:
 

Non-School Days	School Days
8 per day/ 40 per week	0 per day/ 0 per week (IWC jobs only)
8 per day/ 40 per week	3 per day/ 18 per week (FSLA)*
8 per day/ 40 per week	4 per day/ 28 per week (IWC)*
8 per day/ 40 per week	4 per day/ 28 per week
- A day of rest from work is required if the total hours employed per week exceed 30 hours or if more than six (6) hours are worked on any one day during the week (school attendance is not considered employment)
- Minor' s work must be performed between specified hours:
 

12-13 years, 5a.m. to 7p.m. on non-school days only (IWC jobs only)
14-15 years, 7a.m. to 7p.m. (5a.m. – 10p.m. IWC jobs)
(Summer 6/1- Labor Day; 7a.m. – 9p.m. FSLA)*
16-17 years, 5a.m. – 10p.m. (12:30a.m. when no school next day IWC)*
- Students in approved work experience education programs may work on school days to 12:30 a.m. Parental and school permission are required and the adult minimum wage The prevailing minimum wage for the business must be paid to the minor. Check with the IWC or FSLA for rates in your business.

\*When regulations of two enforcement agencies differ, the more restrictive regulation applies. Either the Industrial Relations Division of the industrial welfare commission (IWC) or the U.S. Department of Labor-Fair Standards Act (FSLA) can assist you in determining when a regulation applies to your industry.