Obtaining Work Permits During School Hours

1) Print out the form B1-1 Statement of Intent to Employ a Minor and Request for Work Permit-Certificate of Age [https://www.cde.ca.gov/ci/ct/we/documents/formb1-1.doc](https://www.cde.ca.gov/ci/ct/we/documents/formb1-1.doc)
2) Complete Minor’s Information and School Information
3) Parent or legal guardian must sign their portion
4) Take form to employer – they must complete and sign employer section
5) Scan and email completed form with all signatures to:
   djtownsend@capousd.org

   If you do not have a scanner, you can take a photo of the completed application and email the photo to the email above

6) Completed Permit to Employ and Work (form B1-4) will be emailed back to you
7) Student dates and signs the “minor’s signature” section, and takes the completed permit back to his/her employer

If you do not have access to a printer or scanner, please call (949) 364-6100 ext. 12012. You will need to make an appointment to meet with Mrs. Townsend in person. Due to the current Covid situation, meetings must be by appointment only.

If you have questions, please call (949) 364-6100 ext. 12012.

IMPORTANT REMINDERS:

- Work Permit Applications must be signed by the employer.
- A parent or guardian must also sign the application.
- A social security number is required to process a work permit.
- Student ID will be verified through district records.
- The completed “official” work permit is signed by the student and taken to his/her employer.
- Each new job requires a new work permit.
- Minimum 2.0 GPA required for a work permit when school is in session. No minimum GPA required during the summer.
- All summer work permits will expire August 23, 2020, five days after school begins.
- New permits issued after August 23, 2020 will have an August 22, 2021 expiration date.
- Please allow 24 hours for processing.

Entertainment Work Permits:
Entertainment work permits will not be issued through the schools during the summer.
For instructions to obtain an “Entertainment Permit” in the summer please use this link:
[https://www.dir.ca.gov/dlse/Application_for_Entertainment_Work_Permit_for_Minor.htm](https://www.dir.ca.gov/dlse/Application_for_Entertainment_Work_Permit_for_Minor.htm)