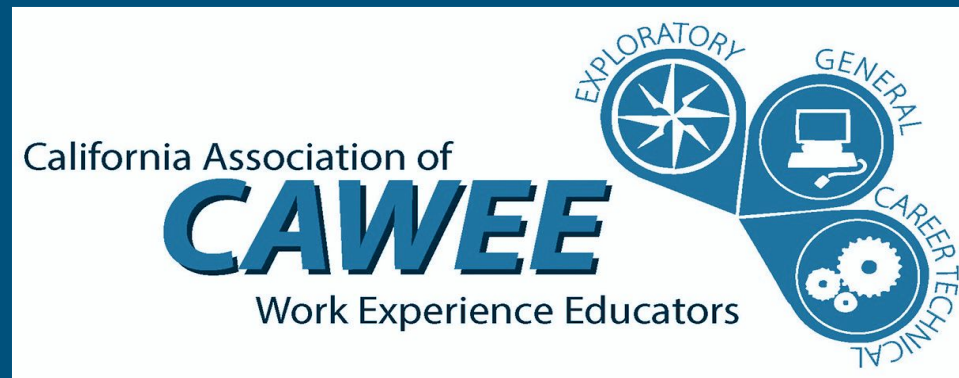


WORK PERMIT TRAINING

California Association of Work Experience Educators

Leading the way in supporting Work Based Learning Professionals and educating stakeholders on current California Child Labor Laws



AGENDA

- Procedures to follow
- Correct forms to use
- Restrictions/Limitations
- Develop a School Plan
- Entertainment Permits
- Transferring Students
- Summer/Winter/Spring Break Permits
- Resources & Support
- New Child Labor Laws



WHO CAN ISSUE A WORK PERMIT?

According to Ed Code 49110 SECTION 1(a): It is the intent of the Legislature that school district, charter school, and private school personnel responsible for issuing work permits to pupils have a working knowledge of California labor laws as they relate to minors and be trained to provide pupils with practical personal guidance in career education. (b) Any of the following individuals may issue a work permit to a minor subject to the requirements and conditions of this chapter:

- (1) The **superintendent** of a school district in which the minor resides.
- (2) The **chief executive officer**, or the equivalent position, of a charter or private school that the minor attends./.,
- (3) A person holding a services credential with a specialization in **Pupil Personnel Services** authorized by the superintendent of the school district or chief executive officer in writing, or a **certificated work experience education teacher or coordinator authorized by the superintendent** of the school district or chief executive officer in writing.

REQUIREMENTS

- Minors are defined as people under 18 years old. Once a minor turns 18 years old, he/she is an adult.
- Minors employed in the state of California must have a Permit to Employ and Work (commonly referred to as a “work permit”).
- Work permits are typically issued by the school where the student is enrolled.
- Work permits indicate the duties and location where the work will be done as well as the number of hours a minor may work.
- In most cases it is a two-step process, the minor along with the parent/guardian and employer fill out the B1-1 form and submit to the school of attendance
- The school reviews the B1-1 form for accuracy, checks the GPA & attendance and issues the B1-4 (Work Permit) if approved.

EC 49134

The parent, guardian, or custodian accompanying the minor shall make oath that his statement of the name, address, birthplace, age of the minor, and social security number as entered upon the application for the permit to work are true and correct to the best of his knowledge and belief.

EC 49163

The notification of intent to employ a minor shall contain: (a) The name, address, phone number, and social security number of the minor. (b) The name, address, phone number, and supervisor at the minor's place of employment.

CORRECT FORMS TO USE



The only forms approved by the California Department of Education and the Department of Labor for use are:

- **CDE B1-1 - The request for a Work Permit**
- **CDE B1-4 - The Work Permit**
- **CDE B1-6 - Permit for Volunteers/Unpaid Trainees**

B1-1 Request for a Work Permit/Age Certificate

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

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 Name	School Phone
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 (Print First and Last)	Parent's Signature	Date
--------------------------------------	--------------------	------

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 (Print First and Last)	Employer's Signature	Date
--	----------------------	------

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
Proof of Minor's Age (Evidence Type)								Check Permit Type: <input type="checkbox"/> Full-time <input type="checkbox"/> Restricted <input type="checkbox"/> General <input type="checkbox"/> Work Experience Education, Vocational Education, or Personal Attendant <input type="checkbox"/> Workability							
Verifying Authority's Name and Title (Print)															
Verifying Authority's Signature															

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>.

B1-1 Completed by a student

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

Minor's Name (First and Last) _____ (619) 457-3558 _____ 11th _____
 Home Phone _____ Grade _____
 Home Address _____ 2735 Uric St _____ San Diego _____ 92111 _____
 City _____ Zip Code _____
 Birth Date _____ 01/04/04 _____ Social Security Number _____ 17 _____ Age _____
 Student's Signature _____

School Information

School Name _____ The Preuss School UCSD _____ (858) 822-3000 _____
 School Phone _____
 School Address _____ 3750 Vought Dr _____ La Jolla _____ 92037 _____
 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 (Print First and Last) _____ Martina Calderon _____ Parent's Signature _____ [Signature] _____ Date _____ 4/9/21 _____

To be filled in and signed by employer

Business Name or Agency of Placement _____ Manna BBQ _____ (858) 276-3300 _____ Cynthia _____
 Business Address _____ 4428 Convoyst _____ San Diego _____ 92111 _____
 City _____ Zip Code _____
 Employer's Maximum Expected Work Hours: 4-7 hours per day 12 hours per week
 Describe nature of work to be performed: _____ CASHIER/ HOST _____

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 (Print First and Last) _____ Cynthia A. Sitaratti _____ Employer's Signature _____ [Signature] _____ Date _____ 04/10/21 _____

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
Proof of Minor's Age (Evidence Type) _____								Check Permit Type:							
Verifying Authority's Name and Title (Print) _____								<input type="checkbox"/> Full-time				<input type="checkbox"/> Work Experience Education, Vocational Education, or Personal Attendant			
Verifying Authority's Signature _____								<input type="checkbox"/> Restricted				<input type="checkbox"/> Workability			
								<input type="checkbox"/> General							

B1-4 Work Permit

STATE OF CALIFORNIA DEPARTMENT OF EDUCATION
PERMIT TO EMPLOY AND WORK CDE Form B1-4 (REV. 02-14)

A work permit shall not be issued to a minor until the "STATEMENT OF INTENT TO EMPLOY A MINOR AND REQUEST FOR A WORK PERMIT-CERTIFICATE OF AGE" (CDE Form B1-1) form has been signed by the parent or guardian, foster parent, caregiver, or residential shelter service provider and filed with the issuing authority. California Education Code (EC) 49110(c)

(Print Information)

Permit Expiration Date <i>Work permits shall expire five days after the opening of the next succeeding school year. Full-time exempt work permits issued to 14 & 15 year olds shall expire no later than the end of the current school year. EC 49118 and 49130</i> _____ Date	Check Permit Type: <input type="checkbox"/> Full-time <input type="checkbox"/> Workability <input type="checkbox"/> Restricted <input type="checkbox"/> General <input type="checkbox"/> Work Experience Education, Vocational Cooperative Education, or Personal Attendant
---	---

Minor's Information

Minor's Name (Print First and Last)	Social Security Number	
Home Phone	Age at Time of Issuance	Birth Date
Home Address	City	Zip Code

School Information

School Name	School Phone	
School Address	City	Zip Code

Maximum Work Hours Permitted

1. Maximum number of work hours on a school day _____
2. Maximum number of work hours on a non-school day _____
3. Maximum weekly work hours while school is in session _____
4. Maximum weekly work hours while school is not in session _____

Remarks or Work Limitations: _____

This permit is **valid only** at the business listed below:

Business Name	Business Address
---------------	------------------

To be signed by minor

Minor's Signature	Date
-------------------	------

Certification

I hereby certify that, to the best of my knowledge, the information herein is correct and true. I hereby certify that I have a working knowledge of child labor laws and all laws pertaining to the issuance of work permits in California. EC 49110

Issuing Authority's Name and Title (Print)	Issuing Authority's Signature	Date
--	-------------------------------	------

Copy-District or County Superintendent; Parent or Legal Guardian; Employer

B1-4 Completed and Issued

STATE OF CALIFORNIA DEPARTMENT OF EDUCATION
PERMIT TO EMPLOY AND WORK CDE Form B1-4 (REV. 02-14)

A work permit shall not be issued to a minor until the "STATEMENT OF INTENT TO EMPLOY A MINOR AND REQUEST FOR A WORK PERMIT-CERTIFICATE OF AGE" (CDE Form B1-1) form has been signed by the parent or guardian, foster parent, caregiver, or residential shelter service provider and filed with the issuing authority. California Education Code (EC) 49110(c)

(Print Information)

<p>Permit Expiration Date Work permits shall expire five days after the opening of the next succeeding school year. Full-time exempt work permits issued to 14 & 15 year olds shall expire no later than the end of the current school year. EC 49118 and 49130</p> <p style="text-align: center;">09/08/2021 Date</p>	<p>Check Permit Type:</p> <p><input type="checkbox"/> Full-time <input type="checkbox"/> Work Experience Education, <input type="checkbox"/> Workability Vocational Cooperative Education, <input type="checkbox"/> Restricted or Personal Attendant</p> <p><input checked="" type="checkbox"/> General</p>
--	---

Minor's Information

Minor's Name (Print First and Last) _____	Social Security Number _____	Birth Date _____
(619) 846-6592 Home Phone	17 Age at Time of Issuance	06/16/2003 Birth Date
7026 PETIT ST Home Address	SAN DIEGO City	92111 Zip Code

School Information

Clairemont High School Name	(619) 605-2600 School Phone	_____
4150 Ute Dr School Address	San Diego City	92117 Zip Code

Maximum Work Hours Permitted

1. Maximum number of work hours on a school day _____ 4
2. Maximum number of work hours on a non-school day _____ 8
3. Maximum weekly work hours while school is in session _____ 32
4. Maximum weekly work hours while school is not in session _____ 48

Remarks or Work Limitations: Minor shall not operate or clean the electric slicer. Minor shall not operate or clean the electric dough mixer. Minor may work until 10:00 pm when school is in-session and before a school day. Minor may work between 5:00 am and 12:30 am when school is not in session and before a non-school day.

This permit is **valid only** at the business listed below:

Pizza Port Business Name	1956 Bacon St., San Diego, CA, 92107 Business Address
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To be signed by minor

Minor's Signature _____	Date _____
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Certification

I hereby certify that, to the best of my knowledge, the information herein is correct and true. I hereby certify that I have a working knowledge of child labor laws and all laws pertaining to the issuance of work permits in California, EC 49110

Andreanna Murphy, CDE Counselor Issuing Authority's Name and Title (Print)	A. Murphy Issuing Authority's Signature	4-13-21 Date
---	--	-----------------

Copy-District or County Superintendent; Parent or Legal Guardian; Employer

B1-6 Volunteer/Unpaid Trainee Can be used for Internships/Externships

STATE OF CALIFORNIA DEPARTMENT OF EDUCATION
REQUEST FOR VOLUNTEER/UNPAID TRAINEE AUTHORIZATION FOR MINOR
CDE Form B1-6 (Rev. 04-12)

(Print Information)

Minor's Information

Minor's Name <i>(First and Last)</i>	Home Phone	Birth Date
Home Address	City	Zip Code

Local Education Agency Information

LEA Name	LEA Phone	
LEA Address	City	Zip Code

List educational program for this placement: _____

To be filled in by employer or agency of placement.

Business or Agency of Placement Name	Business Phone	
Business Address	City	Zip Code

Minor's services during volunteer/unpaid training: _____

Employer's Name <i>(Print First and Last)</i>	Employer's Signature	Date
---	----------------------	------

To be signed by parent or legal guardian.

As the parent or guardian, I hereby grant permission to the above minor to volunteer or be placed for unpaid training. I hereby certify that, to the best of my knowledge, the information herein is correct and true.

Parent/Guardian's Name <i>(Print First and Last)</i>	Parent/Guardian's Signature	Date
--	-----------------------------	------

Certification

In compliance with California Education Code 51769, subject to certain exceptions, during the educational unpaid training placement, the LEA is responsible for providing worker's compensation insurance covering that minor.

I hereby certify that, to the best of my knowledge, the information herein is correct and true.

Authorizing Personnel's Name and Title <i>(Print)</i>	Authorizing Personnel's Signature	Date
---	-----------------------------------	------

Copy-Local Education Agency; Employer or Agency of Placement; Parent or Legal Guardian

EXPIRATION & RENEWALS



Work permits are good for one full school year. They expire 5 days after the beginning of the each new school year. Please allow ample time for a renewal to be processed.

RESTRICTIONS & LIMITATIONS

Maximum Work Hours Permitted

1. Maximum number of work hours on a school day	4
2. Maximum number of work hours on a non-school day	8
3. Maximum weekly work hours while school is in session	32
4. Maximum weekly work hours while school is not in session	48

Remarks or Work Limitations: Minor shall not operate or clean the electric slicer. Minor shall not operate or clean the electric dough mixer. Minor may work until 10:00 pm when school is in-session and before a school day. Minor may work between 5:00 am and 12:30 am when school is not in session and before a non-school day.

This permit is **valid only** at the business listed below:

Pizza Port

1956 Bacon St., San Diego, CA, 92107

Business Name

Business Address

To be signed by minor

Minor's Signature

Date

Certification

I hereby certify that, to the best of my knowledge, the information herein is correct and true. I hereby certify that I have a working knowledge of child labor laws and all laws pertaining to the issuance of work permits in California, EC 49110

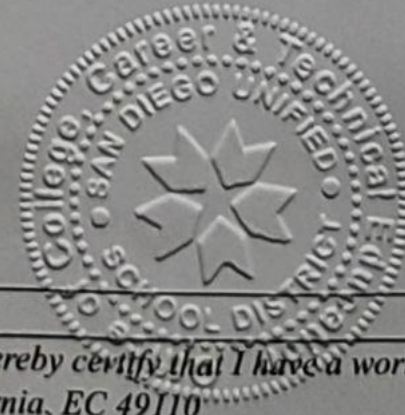
Andreanna Murphy
Issuing Authority's Name and Title (Print)

CCTE Counselor
Issuing Authority's Signature

4-13-21
Date

Copy—District or County Superintendent; Parent or Legal Guardian; Employer

Printed 04/13/2021. Contact the San Diego Unified School District Work Permit Office at (858) 503-1750 for questions and concerns.



RESTRICTIONS & LIMITATIONS

Occupations, job duties, and the amount hours allowed to work are all determined by the age of the minor.

A long list of prohibited occupations and duties is available on the CDE, DIR and CAWEE websites.

Schools may deny a request for a work permit if they feel the nature of the business, job duties assigned, business location, or work place environment would be unsafe and/or unhealthy for the minor.

Schools may be more restrictive than state/federal laws allow but not more lenient.

Treat it the same way you would if sending your own child to work for the 1st time at a place with moving machinery, high speed equipment.

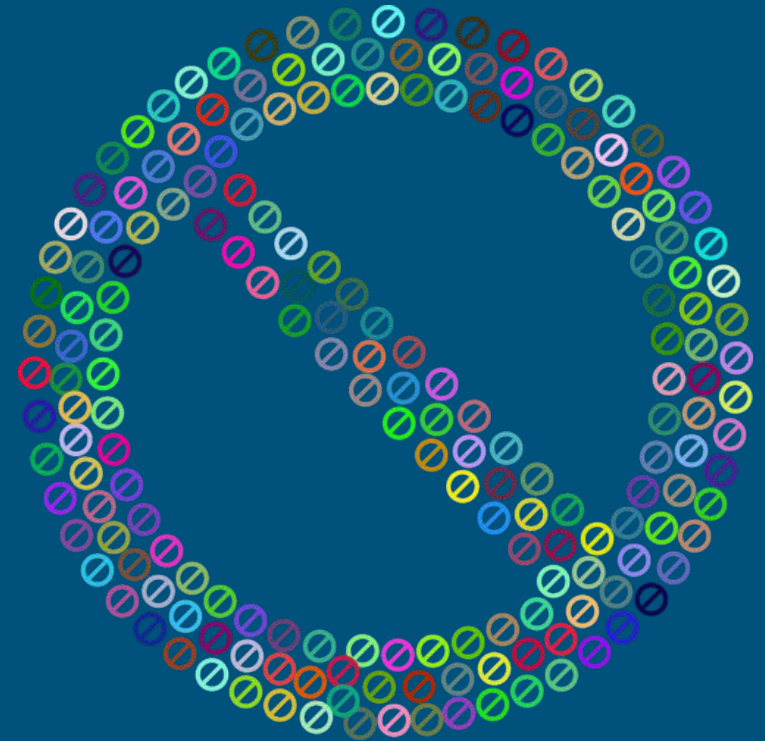
California Maximum Amount of Hours Allowed

SUMMARY CHART

	Ages 16 & 17 Must have completed 7th grade to work while school in session. (EC 49112)	Ages 14 & 15 Must have completed 7 th grade to work while school in session (EC 49112)	Ages 12 & 13
SCHOOL IN SESSION*	<p>4 hours per day on any schoolday** [EC 49112; 49116; LC 1391]</p> <p>8 hours on any non-schoolday or on any day preceding a non-schoolday. [EC 49112; 49116; LC 1391]</p> <p>48 hours per week [LC 1391]</p> <p>WEE students & personal attendants*** may work more than 4 hours on a schoolday, but never more than 8. See text. [EC 49116; LC 1391, 1392]</p>	<p>3 hours per schoolday outside of school hours [EC 49112, 49116; LC 1391]</p> <p>8 hours on any non-schoolday</p> <p>18 hours per week [EC 49116; LC 1391]</p> <p>WEE students may work during school hours & up to 23 hours per week. See text. [EC 49116; LC 1391]</p>	<p>May be employed only during school holidays and vacations (usually construed to include weekends). May never be employed on any schoolday, either before or after school. [EC 49111] See text.</p> <p>Daily and weekly work hour maximums while school is in session are not specified in statute, but may not exceed the maximum allowed when school is not in session or the maximum stated on permit. [EC 49111; LC 1391, 1392] See text.</p> <p>Not eligible for WEE programs. [EC 49113]</p>
SCHOOL NOT IN SESSION	<p>8 hours per day [LC 1391, 1392]</p> <p>48 hours per week [LC 1391]</p>	<p>8 hours per day [LC 1391, 1392]</p> <p>40 hours per week [LC 1391]</p>	<p>8 hours per day [LC 1391, 1392]</p> <p>40 hours per week [LC 1391]</p>
SPREAD OF HOURS	<p>5 a.m. – 10 p.m. However, until 12:30 a.m. on any evening preceding a nonschoolday [LC 1391]</p> <p>WEE students, with permission, until 12:30 a.m. on any day [LC 1391.1]</p> <p>Messengers: 6 a.m. – 9 p.m.</p>	<p>7 a.m. – 7 p.m., except that from June 1 through Labor Day, until 9 p.m. [LC 1391]</p>	<p>7 a.m. – 7 p.m., except that from June 1 through Labor Day, until 9 p.m. [LC 1391]</p>

Prohibited Occupations

- Driving on Public Highways
- Roofing
- Construction
- Excavating
- Manufacturing
- Door to Door Sales
- Independent Contractor
- Dry Cleaning (14/15 yr old)
- Sign Twirler (14/15 yr old)
- Serve Alcohol
- This is a partial list. Complete list is included in your Tool Kit



Hazardous Duties



Driving - Allowed on private property such as on car dealerships, car washes, parking lots.

Construction - May not work on the job site but may be tenders and helpers in the office and yard.

Ride Operators - Dangerous due to moving machinery.

Lifeguards - And pool monitors. Training is provided but maturity & responsibility are vital.

Tire Technicians - Such as Discount Tire Company and Evan's Tires. Bay lifts are not used but safety is a concern - maturity & responsibility.

DEVELOP YOUR SCHOOL PLAN

It is important to follow the California Child Labor Laws and stay in compliance with federal and state mandates.

Decide on your school policy and publish it on the School Website and in the Student Handbook.

This is necessary in the event your staff is challenged when enforcing the set rules set forth by Administration.

Model yourself from surrounding schools/districts with policies you agree with.

Entertainment Industry Permit

STATE OF CALIFORNIA
DEPARTMENT OF INDUSTRIAL RELATIONS DIVISION
OF LABOR STANDARDS ENFORCEMENT



APPLICATION FOR PERMISSION TO WORK
IN THE ENTERTAINMENT INDUSTRY

Name of Minor:		Stage Name: (same as above)			
Address	City	State	Zip	Home Phone Number	
5220 Spruce Street	San Diego	CA	92105	(619) 582-0789	
School: MADISON HS			Grade: 10th		
Date of Birth	Height	Weight	Hair Color	Eye Color	Gender
11/04/2005	5' 1"	116 lbs	Black	Brown	Male

SCHOOL RECORD

** Please CHECK the best description of the minor for each **

Name of Minor: Marcanthonee Jon Reis		
Attendance	Academics (Grades)	Health
<input checked="" type="checkbox"/> SATISFACTORY <input type="checkbox"/> UNSATISFACTORY	<input checked="" type="checkbox"/> SATISFACTORY <input type="checkbox"/> UNSATISFACTORY	Please indicate if the minor requires medical approval to obtain a permit <input type="checkbox"/> REQUIRED <input checked="" type="checkbox"/> NOT NEEDED
Certification: I certify that the above-named minor meets the school district's requirements with respect to age, school record and health.		
<input checked="" type="checkbox"/> AGREE <input type="checkbox"/> UNACCEPTABLE		
Signature and Title of Authorized School Official <i>A. Murphy</i> CCTE Counselor		
Date Signed: 4/21/2021		
School Address 4833 Doliva Dr. San Diego CA 92117		
Daytime Phone: (858) 536-0336		

** All Areas Must state SATISFACTORY for issuance of permit **
** Any alterations or falsifications may void this application **

STATEMENT OF PARENT OR GUARDIAN: It is my desire that a 6 Month Entertainment Work Permit be issued to the above named minor. I will read the rules governing such employment and will cooperate to the best of my ability in safeguarding the above named minor's educational, moral and physical interest.

I declare that the School Record section of the Application for Permission to Work in the Entertainment Industry submitted herein, is a true, accurate and complete copy of the original signed by the school official, whose name and title appears on the application.

Under penalty of perjury under the laws of the State of California, I declare that I have read the foregoing Application for Permission to Work in the Entertainment Industry and the facts as stated on this application are true.

MARGARET DENISE REIS	
Name of Parent or Guardian (print or type)	Signature
Marcanthonee Jon Reis	
Name of Minor (print or type)	

ENTERTAINMENT PERMITS

- * Schools approve the application and complete/sign/seal the form
- * Permit is issued by the local Labor Commissioner
- * Needed as early as 15 Days old
- * Used for modeling, acting, singing, performing
- * Permits valid for 6 months at a time
- * Managed by Labor Commissioner @ DOL
- * Use DLSE-277 form

TRANSFERRING SCHOOLS

- Sending school does not need to do anything
- Receiving school can request a copy of work permit if necessary
- School maintains records for 3 years and purges on the 4th year



SUMMER SCHOOL & WINTER BREAK

- * If school is closed during breaks develop a plan to assist students
- * Schools post their procedures on their website and student handbook
- * Train office staff to give information and directions



WAGES



16.30 Per Hr Minimum

- Minors must be paid at least the minimum wage and applicable overtime rates established by the California Industrial Welfare Commission. [LC 1197, IWC Orders Section 4]
- Employers who are subject to the federal Fair Labor Standards Act (and most are) must pay the applicable federal minimum wage and overtime rates. [29 USC 206, 207, and 214]
- Whenever state and federal wage standards differ; the higher wage must always be paid. [LC 1182, 29 USC 218]
- Sub-minimum wage is 85% of minimum wage and is allowed for the first 90 days or 160 hours and then the full minimum wage rate of \$14 per hour must be paid.

REMINDERS!



Important Information for Employers of Minors

- ❖ All work permits EXPIRE 5 Days after the start of a new school year in August
- ❖ Minors must NOT attend orientation/training WITHOUT a work permit
- ❖ Work Permits must be RENEWED at the beginning of every school year
- ❖ Employers of minors are REQUIRED to have a work permit ON SITE for all minors
- ❖ Work Permits are SITE SPECIFIC. A work permit is required at each location the minor works
- ❖ If a student is 18 years old OR has graduated high school, they do NOT need a work permit
- ❖ If a parent employs their minor child they MUST have a work permit & workers compensation insurance
- ❖ A minor CANNOT be hired as an Independent Contractor
- ❖ A minor must be OFFERED a job before they can receive a District Authorized Work Permit
- ❖ The school district has the right to restrict the hours a minor can work and the duties they may perform
- ❖ Work Permits are REQUIRED during the summer
- ❖ 16-17 Year Old minors may ONLY work 4 hours PER DAY on school days, when school is in session & must clock out by 10pm when there is school the next day.
- ❖ If a student is enrolled in the Work Experience Program at their school site, they are allowed to work UP TO 8 HOURS per day when school is in session.
- ❖ 14-15 Year Old minors may ONLY work 3 hours PER DAY on school days, when school is in session & must clock out by 7pm when there is school the next day.

RESOURCES & SUPPORT

TOOL KIT - includes step-by-step Instructions, Samples, Guide to give 1st time employee, Note to give employer with Work Permit, Printed directions for students , Important reminders.

PHONE NUMBERS - List of phone numbers to DLSE Office, Labor Commissioner, Minimum Wage Office, California Department of Education, and CAWEE.

GUIDES/MANUAL - Frequently Asked Questions Booklet, Child Labor Laws Pamphlet.



Work Permit Job Board

Work Permits

Work Permit Home

Student Job Board

[San Diego Unified School District](#) / [Academics](#) / [Work Permits](#) / [Student Job Board](#)

STUDENT JOB BOARD



The College, Career and Technical Education office supports students in preparing for college and career. High quality college and career pathways are offered at each high school to prepare students for post-secondary options and their future careers.

One of the key components included in college and career pathways are work based learning experiences including a continuum of:

Career Awareness

Career Exploration

Career Preparation

Career Simulation

Job Board Ads

Below is an ongoing database of local job openings and information from local business and industry partners:

	Location	Description	Contact / Phone	Email
8/31/2020	Jersey Mike'	Apply online at www.jerseymikes.com/careers . Kearny Mesa stores advertise openings on Craigslist.	Manager 858-279-9211	
8/31/2020	Belmont Park	Positions for Food Runners/Bussers, Food Services, Dishwasher, Host/Hostess, Retail, Merchandise Carts, Ride Operators, Servers, Ticket Sales. Apply online at https://webcorp.com/apply/BelmontPark/	Angie Gania 858-488-1549	angie@belmontpark.com
8/31/2020	In-N-Out Burger	In-N-Out pays higher than other fast food stores! Usually \$14 - \$15.50 per hour to start. Apply online at www.in-n-out.com/employment/restaurant .	Manager 1-800-786-1000	
8/31/2020	Trader Joe's	Pay rate is \$14 - \$16 per hour. To apply online visit https://traderjoes.avature/net/careers .	Manager 619-297-0749	
8/31/2020	Discount Tire	Discount Tire is always hiring! Must be 16 years old to apply. No experience necessary, paid training is available. Everyone gets Sunday off! Apply online at careers@discounttire.com	Ryan Podrup 858-395-2504	CAS_Jobs@discounttire.com
8/31/2020	McDonald's	Each McDonald's offers interviews one day per week in the afternoon. You can stop by your local McDonald's and speak to the manager to request an application and an interview. To apply online visit https://restaurantjobs.mcdonalds.com .	Manager	
8/31/2020	Inside Prospects, Inc.	Founded and run by USD Alumni. Office is located in Point Loma. Position is research oriented, not sales. Flexible hours, full or part-time available. Must have pleasant phone voice, excellent communication skills, proficient in computer & internet. Interested candidates please call or email your resume with cover letter to gh@insideprospects.com .	619-398-2840	gh@insideprospects.com
8/31/2020	Plato's Closet	Full or part time Sales Associates available. Customer experience in retail or food service is preferred. Evenings & weekends are the busiest	Manager 619-592-8780	

CCTE Job Opportunities/Internship webpage



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Job and Internship Opportunities

Use the filters below to search for a job or internship opportunity in a career industry of your choice.

Once you are hired by an employer, you will need a work permit. [Visit this site for the work permit application.](#)

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<p>Theme Park</p> <p>APPLY ONLINE</p> <p>BELMONT PARK - Now hiring. Must be 16+. Jobs include food service, sales clerks, ride operators, ticker sellers, games/arcade.</p> <p>EXTERNAL</p>	<p>Theme Park</p> <p>APPLY ONLINE</p> <p>SEA WORLD - Must be 16 years of age, no experience necessary, paid training available, free admission & complimentary tickets for family/friends, employee discounts. Current job openings for high school students include: Culinary Operations, Host/Hostess, Guest Arrival Ambassador, Park Services, Sales Clerk.</p> <p>EXTERNAL</p>	<p>Theme Park</p> <p>APPLY ONLINE</p> <p>SAN DIEGO ZOO - Must be 16+ to apply. Positions include Ambassadors, Sales Clerks, Food Service workers, Costume Characters. Look online for current openings.</p> <p>EXTERNAL</p>	<p>Theme Park</p> <p>APPLY ONLINE</p> <p>LEGOLAND CALIFORNIA RESORT - View all openings and apply online at www.legoland.com. Applicants must be 16+ years old. Check the Legoland website for Hiring Event dates.</p> <p>INTEREST CODE: ECR</p>
<p>Theme Park</p> <p>APPLY ONLINE</p>	<p>Food</p> <p>RETAIL FOOD</p>	<p>Landscape</p> <p>LANDSCAPE</p>	<p>Food</p> <p>APPLY ONLINE</p>



ONE LAST THING...

Before you begin writing your first Work Permit

You must complete the **CDE B1-8 form** and send it to your County Office of Education - Career & Technical Education Department.

The End

A neon sign with the words "The End" in a stylized, multi-colored font. The word "The" is rendered in pink, white, and orange. The word "End" is rendered in blue, yellow, and orange. The sign is mounted on a black metal frame against a dark background.