

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> or pick-up the form outside of Guidance.
- 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) Bring the completed form to: Mrs. Townsend in Guidance
- 6) Please allow 24 hours for the permit to be processed.
- 7) Student dates and signs the “minor's signature” section, and takes the completed permit back to his/her employer

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 22, 2021, five days after school begins.
- New permits issued after August 22, 2021 will have an August 21, 2022 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