

Work Permit Application

Pioneer Valley High School

*Return **completed** application to the front office or College/Career Center.
Incomplete applications will not be processed.*

Student,

You have undertaken additional responsibilities on your acceptance of employment. We want to do everything possible to encourage you, but we must remind you that your first responsibility is your education.

As an educational institution, it is important that we take the necessary steps to ensure that you maintain good attendance and passing grades. This letter will be kept on file so that we know you understand the terms of being issued a work permit.

We monitor each student's GPA and attendance and use that as an indicator for employment. Your primary commitment is to your high school education.

If your current GPA falls below a 2.0 or you have poor attendance you will be required to see Mr. Dickinson for approval. Should you fail to raise your grades or improve your attendance by the next review date, your work permit may be revoked or may not be renewed. We will then notify your employer that you no longer have a valid work permit.

Work permit applications are processed on a daily basis. Any fees owed must be paid to the PVHS Business Office before a work permit will be issued. Students must show their current PVHS ID card when picking up their work permit.

If there is any additional information that we may provide, please contact the school at 922-1305.

Student

Date

Parent/Guardian

Date

Work Permit Application

Statement of Intent to Employ Minor and Request for Work Permit

Not a work permit - Print all information except signature

“All educational programs and activities under the jurisdiction of the State Board of Education shall be available to all qualified persons without regard to sex, sexual orientation, gender, ethnic group identification, race ancestry, national origin, religion, color, or mental or physical disability pursuant to the California Code of Regulations.”

Form Issue Date: _____

Date Returned: _____

Official Use Only Eligibility Verification		
GPA	Attendance	Initials

School Name: **Pioneer Valley High School** Phone: **805-922-1305**

Street Address: **675 Panther Drive Santa Maria, Ca 93454**

Student					
Name Of Minor					
(Last)	(First)	(Middle)	Student ID		
Street Address		City		Zip	
Parent Contact Number	Age	Date of Birth	Grade	Counselor	
Employer					
Name of Company (Employer)		Phone	Ext.	Fax	
E-Mail					
Street Address	City	Zip Code	Minor's Work Duties		

Maximum Number of Hours of Employment When School is in Session: _____ Weekly Hourly Wages \$ _____

Monday _____ Tuesday _____ Wednesday _____ Thursday _____
 Friday _____ Saturday _____ Sunday _____ Max _____

PARENT'S STATEMENT 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, the information herein is correct and true, I request that a work permit be issued.

In addition to this employer, my child is working for: _____

Date Signature of Parent or Legal Guardian

EMPLOYER'S STATEMENT 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, color, national origin, ancestry, age, physical handicap, or medical condition. I hereby certify that, to the best of my knowledge, the information is correct and true.

Supervisor's Name (Print) _____

Date Supervisor's Signature

FOR SCHOOL TO COMPLETE

WORK PERMIT TYPE

Evidence of Minor's Age Signature of Verifying Authority

Regular
 Vacation
 Work Experience Education

General Summary of Minors' Work Regulations

If federal laws, state laws and school district policies conflict, the more restrictive law (that which is most protective of the employee) prevails.

Generally, minors must attend school until age 18 unless they are 16 years or older and have graduated from high school or received a state Certificate of Proficiency.

Employers of minors required to attend school must complete a "Statement of Intent to Employ Minor and Request for Work Permit" (form B1-1) for the school district of attendance for each such minor.

Employers must retain a "Permit to Employ and Work" (form B1-4) for each minor.

Work permits (B1-4) must be retained for three years and open at all times for inspection by sanctioned authorities.

A work permit (B1-4) must be revoked whenever the issuing authority determines the employment is illegal or is impairing the health or education of the minor.

Minors under the age of 18 may not work in occupations declared hazardous for young workers as listed below:

- | | | | |
|---------------------------------------|---|---|--------------|
| 1. Coal mining | 6. Motor Vehicle driving/outside helper | 11. Power-drives metal forming, punching, and shearing machines | 16. Roofing |
| 2. Excavation operation
demolition | 7. Other mining | 12. Power-drives paper produces/paper-baling machines | 17. Wrecking |
| 3. Explosives | 8. Power baking machines | 13. Power-drives woodworking machines | |
| 4. Logging and sawmilling | 9. Power driver hoists/forklifts | 14. Power saws and shears | |
| 5. Manufacturing brick, tile products | 10. Power-drivers meat slicing/processing | 15. Radiation | |

For more information about hazardous occupation, contact the U.S. Department of Labor (Child Labor Bulletin 101 and 102) and the California Department of Industrial Relations, Division of Labor Standards Enforcement. Regional offices are located in several California cities. They are listed in the "Government Listings" sections of telephone directories.

Minors younger than 16 years are allowed to work only in limited, specified occupations which exclude baking, manufacturing, processing construction, warehouse, and transportation occupation.

In addition to safety regulations, labor laws applicable to adult employees are also generally applicable to minor employee, including workers' compensation insurance requirements.

Child labor laws do not generally apply to minors who deliver newspapers or work at odd job such as yard work and baby-sitting, or in private homes where the minor is not regularly.

A day of rest from work is required if the total hours worked per week exceed 30 or if more than 6 hours are worked on any one day during the week.

HOURS OF WORK

16-17 When school is in session: Daily maximum 4 hours, Monday through Thursday, they may work up to 8 hours on any nonschool day or on any day that proceeds a nonschool day they may be permitted to work up to 48 hours per week.

Students in Work Experience Education programs may be permitted to work a maximum of 8 hours on any schoolday. When school is not in session: Student may work up to 48 hours per week but no more than 8 hours in any one day.

Work must be performed no earlier than 5:00 a.m. nor later than 10:00 p.m. except that work may extend to 12:30 a.m. on nights proceeding nonschool days. Students in Work Experience Education program may be authorized to work until 12:30 a.m. on nights preceding school days with specified writes permission.

14-15 When school is in session: On schooldays, daily maximum 3 hours. On non-schooldays students may work 8 hours. Weekly maximum 18 hours. Students in Work Experience Education and career exploration programs may work up to 23 hours per week.

When school is not in session: Daily maximum 8 hours and weekly maximum 40 hours. Students may not work during public school hours except students in Work Experience Education or career exploration programs Work must be performed no earlier than 7:00 a.m. no later than 7:00 p.m. any day of the week. From June 1 to Labor Day work hours may be extended to 9:00 p.m.

Younger-
than 14 Labor laws generally prohibit non-farm employment of children younger than 14. Special rules apply to agricultural work, domestic work, and the entertainment industry.