

Obtaining Work Permits

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>

2) Complete Minor's Information and School Information.

3) A Parent or legal guardian must sign their portion.

4) Take the form to the employer – they must complete and sign the employer section.

5) Bring a completed form with all signatures to the guidance department at Tesoro High School.

6) Completed Permit to Employ and Work (form B1-4) will be ready within 24 hours. You may pick it up in the guidance office the next business day.

7) Student dates and signs the “minor's signature” section, and takes the completed permit back to their employer.

8) All work permits expire 8/20/23, 5 days after school starts and will have to be renewed.

If you have any questions or concerns, please feel free to contact Ms. Sampson at ansampson@capousd.org or call (949) 234-5310 ext 15005

IMPORTANT REMINDERS:

Work Permit Applications must be signed by the employer.

- * A parent or guardian must also sign the application.
- * Student ID will be verified through district records.
- * Each new job requires a new work permit.
- * Minimum 2.0 GPA required for a work permit when school is in session. No GPA requirement during the summer.
- * Please allow 24 hours to process a work permit (Monday - Friday).
- * Summer Work Permit issuance will be processed through CCA June 5th- July 19, 2023. Call 949-234-5994.

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%20for%20Entertainment%20Work%20Permit%20for%20Minor.htm)