

Obtaining Work Permits during Summer 2023

Work permit applications may be picked up and processed at your school site through Friday, June 2, 2023.

Summer Work Permit issuance will be processed through CCA –

June 5th- July 20, 2023.

Days and Hours for Work Permit Processing:

Tuesday, Wednesday, Thursday

9:00a.m.-4:00p.m.

Office Closed Daily for Lunch 11:30am – 12:30pm

(Closed Mondays & Fridays)

Instructions to obtain a Work Permit:

1) Complete and Print 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>

- a. Complete Minor's Information and School Information
- b. Parent or legal guardian must sign
- c. Employer must complete and sign the employer section

2) Return the completed form with all signatures to Lupe Holguin.

a. **Online:** Lupe Holguin | Luholquin@capousd.org

b. **In Person:** Lupe Holguin (949) 234-5994
CCA Training Center
Room: P-13 (upper campus)
Capistrano Valley High School
26301 Via Escolar, Mission Viejo CA 92692

3) **Online:** Allow 1-2 business days to process.

- a. A completed Permit to Employ and Work (form B1-4) will be emailed to you.
- b. Student must sign and date the "minor's signature" section, and take the completed permit back to employer.

4) **In person:** See schedule above.

- a. A completed Permit to Employ and Work (form B1-4) will be issued.
- b. Student must sign and date the "minor's signature" section, and take the completed permit back to employer.

Beginning Monday, July 24th 2023, all work permits will be issued only through your high school guidance department.

If you have questions, please call (949) 234-5994 and leave a message. Your call will be returned as soon as possible.