

## Obtaining Work Permits during Summer 2022

Work permit applications may be picked up and processed at your school site through Friday, June 3, 2022. Summer Work Permit issuance will be processed through CCA

**June 6<sup>th</sup>- July 22, 2022**

### **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](#)

- 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**

[Luholguin@capousd.org](mailto:Luholguin@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 below.**
  - 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 25<sup>th</sup> 2022, 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.**

**IMPORTANT REMINDERS:**

- B1-1 Form must be signed by the employer.
- A parent or guardian must also sign the B1-1 Form.
- 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 work permits will expire August 22, 2022, five days after school begins.

**Entertainment Work Permits:**

Entertainment work permits will not be issued through the schools or CCA during 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_for_Entertainment_Work_Permit_for_Minor.htm)