

# School Year Work Permit Application

(This is **NOT** a work permit)

Note: Work permits issued to those students currently enrolled in the New Haven Unified School District.

CALIFORNIA STATE DEPARTMENT OF EDUCATION

Request for Work Permit and Statement of Intent to Employ a Minor.

<b>PART I:</b> <b>STUDENT COMPLETES</b> (Please Print)	<b>PART II:</b> <b>EMPLOYER COMPLETES</b> (Please Print)	<b>PART III:</b> <b>PARENT COMPLETE</b> (Please Print)																
<ol style="list-style-type: none"> <li>1. Return the <b>COMPLETED</b> School Year Work Permit Application to the Career Center (incomplete forms <u>will not</u> be processed). This application takes about 3 working days to process.</li> <li>2. Your School Year Work Permit <u>only</u> allows you to work September 15 through June 15 of the current school year.</li> <li>3. <span style="border: 1px solid black; border-radius: 15px; padding: 2px;">Student's <b>MUST</b> provide a copy of their signed social security card (copies will not be made by school employees).</span></li> <li>4. If minor is <u>not</u> a student in NHUSD but lives within the NHUSD boundary areas, student <b>MUST</b> bring in their original birth certificate and a picture I.D. from their other school. Student must also provide a copy of their birth certificate and picture I.D. (copies will not be made by school employees).</li> <li>5. You must complete a Summer Work Permit Application if you are going to work during the summer. The Summer Work Permit Application must be turned in to the receptionist. Your Summer Work Permit only allows you to work June 16 to September 14.</li> </ol>	<ol style="list-style-type: none"> <li>1. Print your name before your signature.</li> <li>2. School Year Work Permits:                             <ol style="list-style-type: none"> <li>(a) Issued from September 3 to June 13 <b>ONLY</b>.</li> <li>(b) Permit <b>EXPIRES</b> June 20</li> </ol> </li> <li> <input type="checkbox"/> Permit will be MAILED directly to the employer.                             </li> <li>(3) Name of Company: _____</li> <li>(4) Employer's Phone: (____) _____</li> <li>(5) Street Address: _____</li> <li>(6) City: _____</li> <li>(7) Zip: _____</li> <li>(8) Starting Wages: \$ _____</li> <li>(9) Kind of Work: _____</li> <li>(10) Workman's Comp. Insurance Co: _____ (attach verification if self-insured)</li> <li>(11) Hours of Employment:                             <table style="width: 100%; border: none;"> <tr><td>Monday:</td><td>_____</td></tr> <tr><td>Tuesday:</td><td>_____</td></tr> <tr><td>Wednesday:</td><td>_____</td></tr> <tr><td>Thursday:</td><td>_____</td></tr> <tr><td>Friday:</td><td>_____</td></tr> <tr><td>Saturday:</td><td>_____</td></tr> <tr><td>Sunday:</td><td>_____</td></tr> <tr><td>Weekly Total:</td><td>_____</td></tr> </table> </li> <li>(12) Employer's Name (PRINT) _____</li> <li>(13) Employer's Signature: _____</li> </ol>	Monday:	_____	Tuesday:	_____	Wednesday:	_____	Thursday:	_____	Friday:	_____	Saturday:	_____	Sunday:	_____	Weekly Total:	_____	<p>This minor is being employed at work described hereon with my full knowledge and consent and I request a work permit be issued.</p> <p>(1) Parent/Legal Guardian Name (PRINT): _____</p> <p>(2) Parent/Legal Guardian Signature: _____</p> <p>(3) Date: _____</p>
Monday:	_____																	
Tuesday:	_____																	
Wednesday:	_____																	
Thursday:	_____																	
Friday:	_____																	
Saturday:	_____																	
Sunday:	_____																	
Weekly Total:	_____																	
<p>(6) <u>First Name</u> _____ (7) <u>Middle Name</u> _____ (8) <u>Last Name</u> _____</p> <p>9) Grade: _____ (10) Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female</p> <p>11) Social Security #: _____</p> <p>12) Street Address: _____</p> <p>13) City: _____ CA (14) Zip: _____</p> <p>15) County: _____ (16) Home Phone #: (____) _____</p> <p>17) Age: _____ (18) Date of Birth: ____/____/____</p> <p>19) <b>STUDENT I.D.#</b> _____</p>		<p style="text-align: center;"><b>PART IV:</b> <b>OFFICE COMPLETE</b> (Please Print)</p> <p>(1) Date Application Received: _____</p> <p>(2) Received by: _____</p> <p>(3) Birthday Verified By:  <input type="checkbox"/> School Records  <input type="checkbox"/> Other: _____</p> <p>(4) Social Security # Verified By:  <input type="checkbox"/> Original Social Security Ca  <input type="checkbox"/> Copy Attached  <input type="checkbox"/> Other: _____</p> <p>(5) Employee Verifying SS#: _____</p> <p>(6) Date Application Processed: _____</p> <p>(7) Date Work Permit Mailed: _____</p> <p>(8) Application <input type="checkbox"/> Approved <input type="checkbox"/> Denied Reason for denial: _____</p> <p>(9) Application Processed By: _____</p>																
<p><b>COMMENTS:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>																		

IT IS THE POLICY OF THIS EMPLOYER NOT TO DISCRIMINATE ON THE BASIS OF GENDER, RACE, COLOR, RELIGION, NATIONAL ORIGIN, ETHNIC GROUP, MARITAL OR PARENTAL STATUS, AGE, PHYSICAL OR MENTAL DISABILITY, SEXUAL ORIENTATION, OR ANY OTHER UNLAWFUL CONSIDERATION IN ITS ADMISSION OF STUDENTS TO SCHOOL PROGRAMS, EDUCATIONAL PROGRAMS AND ACTIVITIES, OR THE RECRUITMENT AND EMPLOYMENT OF PERSONNEL.