

ENOCHS HIGH SCHOOL

WORK PERMIT INSTRUCTIONS

2020-2021

There are two kinds of work permits. A regular work permit (grades 9-12) and a Work Experience permit (grades 11-12) for juniors and seniors who want to receive Elective or Practical Art credit. There are advantages for being in Work Experience but there are class requirements as well. A brief description is below. If you have any questions, please contact me using the link below.

[ENOCHS sevick.j@monet.k12.ca.us](mailto:sevick.j@monet.k12.ca.us)

WORK EXPERIENCE WORK PERMIT JUNIORS AND SENIORS ONLY	REGULAR WORK PERMIT (16-17)
6 Hours Max. per day/Monday-Thursday	4 Hours Max. per day/Monday-Thursday
8 Hours Max. per day/Friday-Sunday	8 Hours Max. per day/Friday-Sunday
40 Hours Total per week/5 a.m.-10 p.m.	20 Hours Total per week (MCS Limit)/5 a.m.-10 p.m.
5 a.m.-12:30 a.m. if no school the next day*	5 a.m.-12:30 a.m. if no school the next day
* Exceptions: Work Experience students may work until 12:30 a.m. on any day with written permission. See your Work Experience Coordinator for the proper form.	REGULAR WORK PERMIT (14-15)
	3 Hours Max. per day/Monday - Friday
	8 Hours Max. per day/Saturday-Sunday
18 Hours Total per week/7 a.m.-7 p.m.	
Work Experience students will earn up to 10 elective /practical art credits per semester. This class meets once per week.	

REGULAR PERMIT INSTRUCTIONS (WORK EXPERIENCE INSTRUCTIONS ARE BELOW)

1. Print out the work permit application form (B1-1). [Click Here](#)
2. Put your School ID number in the top right-hand corner.
3. Fill out the top section - *Minor's Information*. Make sure your phone number is correct in case I need to contact you and provide your Social Security Number. A work permit cannot be created without it. (This form will be stored in a secure place at the school site.)
4. Take the form to your employer. Have the employer complete, sign and date the section - *To be filled in and signed by the employer*.
5. Have a parent/legal guardian print their name, sign and date the section - *To be filled and signed by parent or legal guardian*.

6. If you have it printed and don't know how to scan it, you can use CamScanner, Genius Scan or any other scanner from your app store on your phone. You can also take a picture of the form. Make sure it is legible before you attach it to your email.
7. Email the **completed** form(s) to your Mrs. Sevick. (see above) All communication should come from your **school** email account which is your student ID number (**#####@monet.k12.ca.us**) in order to ensure you are the person sending the information.
8. A work permit will be processed, signed and emailed to you.
9. Print, sign and date the work permit.
10. Give the work permit to your employer.

WORK EXPERIENCE INSTRUCTIONS

1. Print out the work permit application form (B1-1). [Click Here](#)
2. Print out the MCS Training agreement. [Click Here](#)
3. Put your ID number in the top right-hand corner of both forms.
4. Fill out the top section of the B1-1 - *Minor's Information*. Make sure to provide your Social Security Number. A work permit cannot be created without it. This form will always be in a secure place once you send it to me.
5. Take the form to your employer on the B1-1. Have the employer complete, sign and date the section – *To be filled in and signed by the employer*.
6. Have a parent/legal guardian print their name, sign and date the section on the B1-1. *To be filled and signed by a parent or legal guardian*.
7. *Have your employer sign, parent or guardian sign and you sign the Training Agreement*.
8. If you have it printed and don't know how to scan it, you can use CamScanner, Genius Scan or any other scanner from your app store on your phone. You can also take a picture of the form. Make sure it is legible before you attach it to your email.
9. Email the **completed** form(s) to Mrs. Sevick. (see above) All communication should come from your **school** email account which is your student ID number (**#####@monet.k12.ca.us**) in order to ensure you are the person sending the information.
10. A work permit will be processed, signed and emailed to you.
11. Print, sign and date the work permit.
12. Give the work permit to your employer.