

ENOCHS HIGH SCHOOL

WORK PERMIT INSTRUCTIONS for Summer

If you get a job this summer while Enochs is closed, please follow the directions below to get your work permit.

REGULAR PERMIT INSTRUCTIONS:

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 we need to contact you. Also, make sure to provide your Social Security Number. A work permit cannot be created without it.
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. Please scan or take a picture of the form. Make sure it is legible before you attach it to your email.
7. Email the **completed** form to **Lori Murphy (murphy.L@monet.k12.ca.us)**.
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.

When school resumes in August, please contact Danette Szostak (szostak.d@monet.k12.ca.us) for your work permit.