

# Checklist for Employing Minors

\_\_\_\_\_  
Name of Minor

- The proper work permits have been obtained and are on file.
- Employer has a valid Form B1-1 (Statement of Intent to Employ Minor and Request for Work Permit) for the current school year and it is on file with the school district.\*
- The student's parent or guardian signed the Form B1-1 (Statement of Intent to Employ Minor and Request for Work Permit), if the minor is not emancipated.
- The school district has issued a work permit, Form B1-4 (Permit to Employ and Work) for the current school year and the employer has it on file in the workplace.\*
- The minor's work schedule complies with the hours that the minor is permitted by law to work and the number of hours that the minor is permitted to work.
- The employer has notified the workers' compensation carrier of the employment of a minor.
- The minor is paid minimum wage and overtime if applicable. (Minors typically are not allowed to work more than eight hours in a day.)
- The minor employee will not drive a motor vehicle on public highways or streets.

\* The school year in California begins each July 1 and ends each June 30.