

Obtaining Work Permits  
Dana Hills High School  
Published: 8/3/20

1. Print out the B-1 Statement of Intent to Employ a Minor and Request for Work Permit Certification of Age

• **Work Permit Application and Download**

2. Complete Minor's Information and School Information
3. Parent or legal guardian must sign their portion
4. Take form to employer - they must complete and sign employer section
5. Scan and email completed form with all signatures to:

[smlomeli@capousd.org](mailto:smlomeli@capousd.org)

If you do not have a scanner, you can take a photo of the completed application and email the photo to the email above.

1. Completed Permit to Employ and Work (form B1-4) will be emailed back to you
2. Student dates and signs the "minor's signature" section, and takes the completed permit back to his/her employer

If you do not have access to a printer/scanner, please email [smlomeli@capousd.org](mailto:smlomeli@capousd.org) to schedule an appointment. Due to current restrictions, meetings must be by appointment only.

If you have any questions, please call (949)-464-7121 and leave a message. Your call will be returned as soon as possible.