

HOW TO APPLY FOR A WORK PERMIT

1. Download the [Statement of Intent to Employ a Minor and Request for Work Permit-Certificate of Age \(CDE Form B1-1\) Rev. 07/10](#)
2. Fill out [CDE B1-1](#), complete with parent/guardian signature.
3. Bring [CDE B1-1](#) along with legal verification of her age (i.e.: birth certificate) to the school.
4. The school will fill out the School Information and the For Authorized Work Permit Use ONLY sections.
5. The school will return the [CDE B1-1](#) back to the applicant.
6. Bring [CDE B1-1](#) to Fairbrae for completion.
7. Fairbrae will fill out the *To Be Filled Out and Signed by the Employer section*.
8. Applicant will pick up completed [CDE B1-1 form](#) from Fairbrae and return the completed form to their school.
9. The school will then complete and issue the [Permit to Employ and Work \(CDE Form B1-4\) Rev. 02-14](#) to the applicant.
10. Applicant will bring the work permit form [CDE B1-4](#) to Fairbrae for filing.

For further questions, please refer to the following site:

<https://www.cde.ca.gov/ci/ct/we/workpermitsforstudents.asp>

OR, call the Fairbrae Main Office at (408) 739-3833.