

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. 02-14
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. Applicants 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 email office@fairbrae.com.