



Work Permit Process

2022-2023 School Year

Mr. Cucciniello/Room 905/Work Experience CTE Teacher

The process to get a Work Permit is simple, but must be followed as written.

1. Students are to find and secure an employment opportunity on their own.
2. Once you find a job and have been told you will be hired you will need to get a Work Permit to be legally allowed to be employed in the State of California if you are under the age of 18.
3. When your employer tells you they will hire you, you need to come to my office Room 905 (next to Attendance Office behind the front office receptionist) and get a **Work Permit Application**.
4. The application is filled out by you, your parent signs it, your new employer will sign it, and then you return it to me.
5. Your grades are checked to verify you have 2.0 average and good attendance.
6. I will then issue the Work Permit. It will be good till August 11, 2023 regardless when in the school year you get it. You will get a copy for yourself and a copy you **MUST** give to your Employer to maintain in their file. I will make random checks at your work place that they have it on file at some point in the year.
7. Anyone being issued a Work Permit will automatically be enrolled in the Work Experience Class which meets 1 hour a week on Wednesdays "0" period 9:25-10:15am to in Room 207 (This is our late start day) You will earn 2.5 credit per quarter or 5 credits for the whole semester depending how long you are enrolled in the class based on the date you got your work permit. This counts as elective credit.
This will be a fun class as I will discuss things you will encounter on the job site and ways to address them, how to read paychecks, taxes, and things you need to know to be successful in the work place. It's only 1 hour once a week, so it is a way for me to help check in on you and help you out if having concerns with your job and share some useful work place info.
8. **If during the school year, your grades drop or your attendance is poor your work permit can be pulled and your employer notified you are ineligible to continue working until your grades improve.**