

# Memorandum – Work Permits

**To:** All Staff & Students  
**From:** Summer Work Permit Coordinators  
**Date:** May 22, 2020  
**Re:** Summer Work Permits

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A Summer Work Permit is issued to students who have completed and qualified applications. This includes the Business of a Qualified Employer who follows all Youth Employment Laws.

Please note that the Coordinator has limited access to school records during the summer and a completed application requires **ALL** the following information to process:

1. Complete the **Statement of Intent to Employ Minor and Request for a Work Permit Application** – located on the reverse side of this form. You will need to print the application from the TUSD district website: <https://www.tracy.k12.ca.us/>.
2. **Complete ALL** information requested on the Application. Be sure it is **COMPLETE AND LEGIBLE**. Please be aware that any blank, illegible, or incomplete lines may delay your work permit a minimum of one week.
3. **EMAIL complete and legible applications with Required Signatures in .jpg or PDF format to [gjackson@tusd.net](mailto:gjackson@tusd.net) by 4 PM Tuesday each week. If the application is complete and legible, the Work Permit will be returned by email before 9 AM on Thursday of the same week.**

During the summer, the Work Permit Coordinator is on vacation and processes the applications on Wednesdays ONLY. If you have questions about work permits you can email [gjackson@tusd.net](mailto:gjackson@tusd.net) on Tuesdays and Wednesdays. You may also leave a voicemail on (209) 830-3370 ext. 3056 on Tuesdays and Wednesdays. When calling for assistance, identify yourself and the reason for calling. Be sure to include a return phone number. Replies will be made on Wednesdays each week only.

Summer permits will be processed starting the week of May 26<sup>th</sup> and will end on August 5<sup>th</sup>.

	<b>Submit Application by 4PM Tuesdays</b>	<b>Permit Return Dates by 9AM by email</b>
<b>Dates</b>	5/26, 6/2, 6/9, 6/16, 6/23, 6/30, 7/7, 7/14, 7/21, 7/28, 8/4	5/28, 6/4, 6/11, 6/18, 6/25, 7/2, 7/9, 7/16, 7/23, 7/30, 8/6

Summer cut-off to get a permit is August 4<sup>th</sup> @ 4 PM-See your regular high school for work permit processing beginning the week of August 10<sup>th</sup>.

**NOTE:** Grades and Saturday School Hours are not checked for summer permits.

**APPLICATION TO REQUEST A WORK PERMIT IS ON THE REVERSE SIDE OF THIS FORM**

# STATEMENT OF INTENT TO EMPLOY MINOR AND REQUEST FOR A WORK PERMIT

*This is Not a Work Permit – This is a request for a Summer Work Permit!*

*Print all information except signatures.*

*Information must be legible, or the permit will be delayed at least one week*

Minor's name	Social Security Number	Date of Birth	Age & Grade
_____	____-____-____	____-____-____	____-____
Street Address	City	ZIP Code	Home Telephone
_____	_____	_____	(____) ____-____
School Name	City		
_____	_____		

Signature of Minor:

X \_\_\_\_\_ School ID# \_\_\_\_\_

Email to send final work permit: \_\_\_\_\_  
(If left blank, work permit will not be sent)

## For Employer to Complete

Name of Business

Street Address	City	ZIP Code	Business Telephone
_____	_____	_____	(____) ____-____
Worker's Compensation Insurance is provided?			Hourly Wage/Compensation if known
Yes ____ No ____			\$ _____

*In compliance with California Labor Laws, this employee is covered by Worker's Compensation Insurance. This business does not discriminate unlawfully on the basis of race, ethnic background, religion, sex, sexual orientation, color, national origin, ancestry, age, physical handicap, or medical condition. I hereby certify that, to the best of my knowledge, the information herein is correct and true.*

Signature of Employer:

Printed Name of Employer

Date

X \_\_\_\_\_

## For Parent or Guardian to Complete:

*This minor is being employed at the place of work described with my full knowledge and consent. I hereby certify that, to the best of my knowledge, the information herein is correct and true. I request that a work permit be issued.*

Any and all other Employers

*In addition to this employer, my child is working for:* \_\_\_\_\_

Signature of Parent:

Printed Name of Parent

Date

X \_\_\_\_\_