

# General Work Permit Instructions

## General Work Permit Instructions

A completed Work Permit Packet must include the following or it will be returned:

1. A Work Permit Checklist
2. A complete and signed "[Statement of Intent to Employ Minor and Request for Work Permit](#)".
3. ES has been informed that you have submitted a work permit request.

**School Secretary will contact your student's ES and request the completed "Work Permit ES Approval/Denial Form"**

Work Permit Application Instructions:

To ensure prompt processing of your new Work Permit Packet, please follow these instructions

- Print clearly and legibly.
- Fill in **all** areas of the "Request for Work Permit" form completely.
- Under "**For Employer to Complete**" your employer must provide sufficient detail under "**Minor's Work Duties**" i.e. description of job responsibilities, tasks, duties to be performed by the student, etc. For any unspecified work duty descriptions, the form will be returned to the student so that the employer can supply specific details. Failure to provide specific detail will delay the process in obtaining your work permit.
- Specific Job Duties Description
- Maximum number of hours that the minor will be working.
- Date and Signature of Parent or Guardian
- Signed/Dated "Statement of Intent to Employ Minor and Request for Work Permit" form.
- If you are applying for an additional job, please indicate "2nd Job" on the upper left hand corner of the "Request for Work Permit" form.

Options for Submitting of the Work Permit Paperwork:

- **Fax to:** (209) 874-9531
- **Email to:** [cwsecretary@cwcharter.org](mailto:cwsecretary@cwcharter.org)
- **Mail complete packet to:**  
Connecting Waters Charter Schools  
Attn: General Work Permits  
12420 Bentley Street  
Waterford, CA 95386

# General Work Permit Instructions

## Work Permit Checklist

(For use by parents/students when submitting a work permit request.)

**Fax to:** (209) 874-9531 **or email to:** [cwsecretary@cwcharter.org](mailto:cwsecretary@cwcharter.org) **or mail the completed packet to:**

Connecting Waters Charter Schools  
Attn: General Work Permits  
12420 Bentley Street  
Waterford, CA 95386

CWCS

CWCV

CWEB

Student Name (Print clearly):

Contact Number:

email address:

Date Requested:

Employer/Company:

ES Name:

**Renewal Work Permit:** All forms are required for renewal of work permits.

**New or Additional Work Permit:** The school may not issue a new Work Permit without all of the following:

\_\_\_ 1. This Work Permit Checklist

\_\_\_ 2. A complete and signed "Statement of Intent to Employ Minor and Request for Work Permit"

\_\_\_ 3. ES has been informed that the student is submitting a work permit.

**NOTE:** The School Secretary will contact the student's ES and ask for the completed "Work Permit ES Approval/Denial Form".

Add 3 working days (**3 business days / 72 hours**) for office processing after all required items have been received. The approved Work Permit will be emailed and hard copy will be mailed to the address indicated below, or you can arrange to pick up by contacting the school office in Waterford to arrange a date and time at (209) 874-1119 ext. 6.

**When school is not in session all documents requiring the Executive Director's signature will have a 3-5 business day turnaround.**

Student's address to mail work permit home:

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