



Northern California Conference of Seventh-day Adventists  
 P.O. Box 619015, Roseville, CA 95661 • www.nccsda.com/humanresources  
 Phone (916) 886-5663 • FAX (888) 609-3904 • hr@nccsda.com

**NEW HIRE or REHIRE  
 Personnel Action  
 Request Form**

OFFICE USE ONLY	
EIN: _____	PIN: _____
Qualifies for: <input type="checkbox"/> Medical <input type="checkbox"/> Retirement <input type="checkbox"/> Basic Life <input type="checkbox"/> LTD <input type="checkbox"/> Supp. Life/AD&D	
% Time: _____ W/C Rate Code: _____ P/T entered by: _____	
TB: _____ Livescan: _____ Clearance Sent: _____	
Multi-Position: _____	

1. Employee Name (First Name, Middle Initial, Last Name) \_\_\_\_\_  
(as stated on the Social Security Card)
2. Social Security Number \_\_\_\_\_
3.  New Employee OR  Rehire Employee OR  New Position
4. Regular Employment Status - Please refer to the "Wage Scale and Employee Cost Estimation" booklet for costs associated with benefit eligibilities.
  - Full-time Regular (38 or more hours per week, eligible for all benefits)
  - Half-time Plus Regular (30-37 hours per week, eligible for half-time and medical benefits)
  - Half-time Plus Regular (19-27 hours per week, eligible for half-time benefits)
  - Half-time Minus Regular (up to 18 hours per week, eligible for California Sick Leave Law benefit)
 OR  
 Temporary Employment Status - Less than 12 months, ending date is required, may be eligible for California Sick Leave Law and/or Affordable Care Act (ACA) benefits.
  - Full-time Temporary (38 hours per week, Affordable Care Act and California Sick Leave Law benefits)
  - Half-time Plus Temporary (30-37 hours per week, Affordable Care Act and California Sick Leave Law benefits)
  - Half-time Plus Temporary (19-27 hours per week, California Sick Leave Law benefit)
  - Half-time Minus Temporary (up to 18 hours per week, may be eligible for California Sick Leave Law benefit)
  - Student: Clerical  Student: Non-Clerical  Seasonal  Substitute  Occasional  Special Assignment
5. Employment Start Date \_\_\_\_\_ Temporary Employment Ending Date \_\_\_\_\_
6. Job Description Title \_\_\_\_\_ Place of work \_\_\_\_\_
7. Date voted by local church/school board \_\_\_\_\_
8. Hours this employee has been scheduled to work per week \_\_\_\_\_
9. Hourly \$ \_\_\_\_\_ OR Monthly \$ \_\_\_\_\_ Indicate: ERI Area \_\_\_\_\_ Job Code \_\_\_\_\_ Step \_\_\_\_\_
10. Additional Comments (optional) \_\_\_\_\_
11. Is this employee a replacement?  Yes  No (If no, please skip to Item 12)  
 If yes, please state name of previous employee \_\_\_\_\_  
 Have you submitted a Personnel Action Request Form for this previous employee?  
 Yes  No (If no, please submit a Change Personnel Action Request Form showing termination status)

**Before signing, please make sure that all information on this form is complete to avoid processing delays.  
 Your authorized local employer's signature commits the represented entity to a binding agreement.**

12. Authorized Local Employer's Signature \_\_\_\_\_ Date \_\_\_\_\_
13. Print Local Employer's Name \_\_\_\_\_ Employer's Title \_\_\_\_\_
14. Name of Church/School Represented \_\_\_\_\_

**STATEMENT OF INTENT TO EMPLOY A MINOR AND REQUEST FOR A WORK PERMIT—CERTIFICATE OF AGE**

CDE Form B1-1 (Rev. 08-13)

A “STATEMENT OF INTENT TO EMPLOY A MINOR AND REQUEST FOR A WORK PERMIT—CERTIFICATE OF AGE” form (CDE Form B1-1) shall be completed in accordance with California *Education Code* 49162 and 49163 as notification of intent to employ a minor. This form is also a Certificate of Age pursuant to California *Education Code* 49114.

(Print Information)

**Minor’s Information**

_____		_____	
Minor’s Name ( <i>First and Last</i> )		Home Phone	
_____	_____	_____	_____
Birth Date	Social Security Number	Grade	Age
_____		_____	_____
Home Address		City	Zip Code

**School Information**

_____		_____	
School Name		School Phone	
_____	_____	_____	_____
School Address	City	Zip Code	

**To be filled in and signed by employer. (Please review the General Summary of Minors’ Work Regulations on reverse)**

_____		_____	_____
Business Name or Agency of Placement		Business Phone	Supervisor’s Name
_____		_____	_____
Business Address		City	Zip Code

Describe nature of work to be performed: \_\_\_\_\_

*In compliance with California labor laws, this employee is covered by workers’ 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.*

_____		_____	_____
Employer’s Name ( <i>Print First and Last</i> )		Employer’s Signature	Date

**To be filled in and signed by parent or legal guardian**

*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 and belief, the information herein is correct and true. I request that a work permit be issued.*

_____		_____	_____
Parent or Legal Guardian’s Name ( <i>Print First and Last</i> )		Parent or Legal Guardian’s Signature	Date

**For authorized work permit issuer use ONLY**

Maximum number of work hours when school is in session:								Maximum number of work hours when school is not in session:							
Mon	Tues	Wed	Thur	Fri	Sat	Sun	Total	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Total
_____								_____							
Proof of Minor’s Age ( <i>Evidence Type</i> )								<b>Check Permit Type:</b>							
_____								<input type="checkbox"/> Full-time				<input type="checkbox"/> Work Experience Education, Vocational Education, or Personal Attendant			
Verifying Authority’s Name and Title ( <i>Print</i> )								<input type="checkbox"/> Restricted				<input type="checkbox"/> Workability			
_____								<input type="checkbox"/> General							
Verifying Authority’s Signature															

**STATEMENT OF INTENT TO EMPLOY A MINOR AND REQUEST FOR A WORK PERMIT–CERTIFICATE OF AGE**  
 CDE Form B1-1 (Rev. 08-13)

**General Summary of Minors’ Work Regulations**

FLSA-Federal Labor Standards Act, CDE-California Department of Education, *EC-California Education Code*, *LC-California Labor Code*, *CFR-California Federal Regulations*, *WEE-Work Experience Education*, *CVE-Cooperative Vocational Education*

- If federal laws, state laws, and school district policies conflict, the more restrictive law (the one most protective of the minor) prevails (FLSA).
  - Employers of minors required to attend school must sign a “Statement of Intent to Employ a Minor and Request for a Work Permit – Certificate of Age” (CDE Form B1-1) (*EC 49162*).
  - Employers must retain a “Permit to Employ and Work” (CDE Form B1-4) for each employed minor (*EC 49161*).
  - Work permits (CDE Form B1-4) must be retained for three years and be available for inspection by sanctioned authorities at all times (*EC 49164*).
  - A work permit (CDE Form B1-4) must be revoked whenever the issuing authority determines the employment is illegal or is impairing the health or education of the minor (*EC 49164*).
  - A day of rest from work is required in every seven days, and shall not exceed six days in seven (*LC 551, 552*).
- Minors under the age of 18 may not work in environments declared hazardous or dangerous for young workers, examples listed below (*LC 1294.1, 1294.5; 29 CFR 570 Subpart E*):
1. Explosive exposure
  2. Motor vehicle driving/outside helper
  3. Roofing
  4. Logging and sawmilling
  5. Power-driven woodworking machines
  6. Radiation exposure
  7. Power-driven hoists/forklifts
  8. Power-driven metal forming, punching, & shearing machines
  9. Power saws and shears
  10. Power-driving meat slicing/processing machines

**HOURS OF WORK**

<b>16 &amp; 17 Year Olds</b>	<b>14 &amp; 15 Year Olds</b>	<b>12 &amp; 13 Year Olds</b>
Must have completed 7 <sup>th</sup> grade to work while school is in session ( <i>EC 49112</i> )	Must have completed 7 <sup>th</sup> grade to work while school is in session ( <i>EC 49112</i> )	Labor laws prohibit non-farm employment of children younger than 14. Special rules apply to agricultural work, domestic work in a private home, and the entertainment industry ( <i>LC 1285–1312</i> )

**Maximum Work Hours - School In Session**

4 hours per day on any schoolday ( <i>EC 49112, 49116; LC 1391</i> ) 8 hours on any non-schoolday or on any day preceding a non-schoolday ( <i>EC 49112; LC 1391</i> ) 48 hours per week ( <i>LC 1391</i> ) WEE and CVE students & personal attendants may work more than 4 hours on a schoolday, but never more than 8 ( <i>EC 49116; LC 1391, 1392</i> )	3 hours per schoolday outside of school hours ( <i>EC 49112, 49116; LC 1391</i> ) 8 hours on any non-schoolday 18 hours per week ( <i>EC 49116; LC 1391</i> ) WEE and CVE students may work during school hours and up to 23 hours per week ( <i>EC 49116; LC 1391</i> )	2 hours per schoolday and a maximum of 4 hours per week ( <i>EC 49112</i> )
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**Maximum Work Hours - School Not In Session**

8 hours per day ( <i>LC 1391, 1392</i> ) 48 hours per week ( <i>LC 1391</i> )	8 hours per day ( <i>LC 1391, 1392</i> ) 40 hours per week ( <i>LC 1391</i> )	8 hours per day ( <i>LC 1391, 1392</i> ) 40 hours per week ( <i>LC 1391</i> )
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**Spread of Hours**

5 a.m.–10 p.m. However, until 12:30 a.m. on any evening preceding a non-schoolday ( <i>LC 1391</i> ) WEE and CVE students, with permission until 12:30 a.m. on any day ( <i>LC 1391.1</i> ) Messengers: 6 a.m.–9 p.m.	7 a.m.–7 p.m., except from June 1 through Labor Day, until 9 p.m. ( <i>LC 1391</i> )	7 a.m.–7 p.m., except from June 1 through Labor Day, until 9 p.m. ( <i>LC 1391</i> )
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**For more information** about child labor laws, contact the U.S. Department of Labor at <http://www.dol.gov/>, and the State of California Department of Industrial Relations, Division of Labor Standards Enforcement at <http://www.dir.ca.gov/DLSE/dlse.html>.

STATE OF CALIFORNIA DEPARTMENT OF EDUCATION  
**PERMIT TO EMPLOY AND WORK** CDE Form B1-4 (REV. 02-14)

A work permit shall not be issued to a minor until the "STATEMENT OF INTENT TO EMPLOY A MINOR AND REQUEST FOR A WORK PERMIT-CERTIFICATE OF AGE" (CDE Form B1-1) form has been signed by the parent or guardian, foster parent, caregiver, or residential shelter service provider and filed with the issuing authority. California *Education Code (EC) 49110(c)*

*(Print Information)*

<p><b>Permit Expiration Date</b>  <i>Work permits shall expire five days after the opening of the next succeeding school year. Full-time exempt work permits issued to 14 &amp; 15 year olds shall expire no later than the end of the current school year. EC 49118 and 49130</i></p> <p>_____</p> <p style="text-align: center;">Date</p>	<p><b>Check Permit Type:</b></p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Full-time</td> <td><input type="checkbox"/> Work Experience Education, Vocational Cooperative Education, or Personal Attendant</td> </tr> <tr> <td><input type="checkbox"/> Workability</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Restricted</td> <td></td> </tr> <tr> <td><input type="checkbox"/> General</td> <td></td> </tr> </table>	<input type="checkbox"/> Full-time	<input type="checkbox"/> Work Experience Education, Vocational Cooperative Education, or Personal Attendant	<input type="checkbox"/> Workability		<input type="checkbox"/> Restricted		<input type="checkbox"/> General	
<input type="checkbox"/> Full-time	<input type="checkbox"/> Work Experience Education, Vocational Cooperative Education, or Personal Attendant								
<input type="checkbox"/> Workability									
<input type="checkbox"/> Restricted									
<input type="checkbox"/> General									

**Minor's Information**

Minor's Name <i>(Print First and Last)</i>	Social Security Number	
Home Phone	Age at Time of Issuance	Birth Date
Home Address	City	Zip Code

**School Information**

School Name	School Phone
School Address	City
	Zip Code

**Maximum Work Hours Permitted**

1. Maximum number of work hours on a school day \_\_\_\_\_
2. Maximum number of work hours on a non-school day \_\_\_\_\_
3. Maximum weekly work hours while school is in session \_\_\_\_\_
4. Maximum weekly work hours while school is not in session \_\_\_\_\_

**Remarks or Work Limitations:** \_\_\_\_\_

\_\_\_\_\_

This permit is **valid only** at the business listed below:

Business Name	Business Address
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**To be signed by minor**

Minor's Signature	Date
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**Certification**

*I hereby certify that, to the best of my knowledge, the information herein is correct and true. I hereby certify that I have a working knowledge of child labor laws and all laws pertaining to the issuance of work permits in California. EC 49110*

Issuing Authority's Name and Title <i>(Print)</i>	Issuing Authority's Signature	Date
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## Student Employment Application

The Northern California Conference of Seventh-day Adventists (NCC) is an equal opportunity employer that does not discriminate in employment policies and practices on the basis of race, national origin, gender, color, age, disability, or any other basis prohibited by law. The employment practices of the church reflect religious preferences in harmony with the United States Constitution and controlling law, and it, therefore, hires only Seventh-day Adventist Church members in good standing.

**Please Note: Students are required to have a valid work permit in order to be employed. Different school districts have different procedures to obtain such a permit. Please follow-up with your school and/or public school district to obtain a valid work permit prior to beginning any work.**

(Please TYPE or PRINT - Complete all sections)

Name (Last, First, Middle Initial as stated on the SS Card)	Social Security #	E-Mail Address	
Address	City	State	Zip Code
Home Phone _____	Cell Phone _____		
Position(s) applied for _____			
Hiring School _____	School term _____	Expected Graduation Date _____	
Are you able to perform the duties of the position? Yes ___ No ___ (Reasonable accommodation will be provided)			
Do you have the legal right to work in the US? Yes ___ No ___ (Proof of work authorization required for employment)			
Have you ever been convicted of a felony or misdemeanor, other than a minor traffic offense? Yes ___ No ___			
If yes, please explain: _____			

I hereby certify that this application was completed by me and that all entries on it and information in it are true and complete to the best of my knowledge. I understand that false or misleading information given in this application, in my interview(s), or otherwise in the application process will void this application or subject me to discharge at any time. I expressly acknowledge and understand that in the absence of a written contract to the contrary, my status, if I am hired, will be that of an employee at will having no contractual right, express or implied, to remain in the NCC's employ.

I also expressly acknowledge and understand that, as a not-for-profit religious organization, the NCC is exempt from state unemployment insurance, state disability insurance, and paid family leave. Therefore, its employees are not eligible to receive benefits for any of these programs.

I authorize the employing organization and its agents to confirm information supplied on this application and résumé and to conduct a background check to investigate my suitability for employment and authorize my prior employers to disclose to NCC information contained in my personnel file. This investigation may include information on my character, general reputation, personal characteristics and mode of living. By initialing below I expressly waive the right to receive a copy of any public record obtained in the course of the background investigation. Further, I release all parties from all claims, damages and liability that may result from furnishing information about me to NCC and using that information in considering my employment application.

Please initial here indicating that you have read and agree to the above. \_\_\_\_\_

Signature of Applicant	Date
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