

Work Permit Process by School

Note: Students should refer to their high school site's information

Arlington High School

Mrs. Palomares, Assistant Principal's Secretary, 951-352-8316 Ext. 61207

mapalomares@riversideunified.org

Steps to obtain a work permit:

1. Have a job offer.
2. Obtain a work permit application form from the Guidance Office or by ([clicking here](#)).
3. Fill out the personal information at the top of the application, get your prospective employer to fill out the information required in the middle portion, and have a parent or guardian sign the application.
4. Return the complete form to Mrs. Palomares in the Guidance Office.

Educational Options Center (EOC) Students

Ms. Paramo, Career Guidance Assistant, 951-276-7670 Ext. 60201

aparamo@riversideunified.org

Ms. Paramo processes Work Permits for students who attend Raincross HS and Opportunity. Pick up a work permit form and return to Ms. Paramo in the Career Guidance Center Room 200.

Steps to obtain a work permit:

5. Have a job offer.
6. Obtain a work permit application form from the Career Guidance Office (Rm. 200) or by ([clicking here](#)).
7. Fill out the personal information at the top of the application, get your prospective employer to fill out the information required in the middle portion, and have a parent or guardian sign the application.
8. Return the complete form to Ms. Paramo in the Career Guidance Office (Rm. 200).

Lincoln High School

Ms. Martinez, School Principal's Secretary, 951-788-7371 Ext. 67201

jamartinez@riversideunified.org

Complete work permit form and return to Ms. Martinez in the Main Office.

Martin Luther King High School

Bernadette Ramirez, Office Assistant 951-789-5690 Ext. 62253

bramirez@riversideunified.org

Please read the letter from Ms. Iaucone. The work permit should be emailed to Ms. Ramirez. (Take a picture or scan it to her, she will email the official copy back) Students are not allowed on campus without an appointment.

Letter from Ms. Iaucone and Work Permit:

<https://drive.google.com/file/d/1COWtuH9yRa7-SvaLER4JBflizdJGct9J/view?usp=sharing>

John W. North High School

Sonia Bernal, Office Assistant 951-788-7311 Ext. 63140

sbernal@riversideunified.org

Here is the work permit application. Both pages have to be completed. When completed and signed by the student, parent and employer they can return to the main office. They must bring a student or California ID and social security card so we can make a copy.

Monday - Friday 7:15am - 3:15pm If the student needs to renew, they can email me and I can see what we have on file for them.

Front Page:

https://drive.google.com/file/d/1r_rruo7NMI_WrD5mLqFiyk05MHtsrjEA/view?usp=sharing

Work Permit:

<https://drive.google.com/file/d/11n15Vz0L7Q5pABIBpMORXDX2vGFwxQqv/view?usp=sharing>

Poly High School

Eileen Guzman, Assistant Principal's Secretary, 951-788-7203 Ext. 64206

emguzman@riversideunified.org

There are four steps in obtaining a work permit:

1. Obtain a job offer.
2. Obtain a work permit application at your local high school (or the application form may be downloaded from the California State Department of Education website ([click here](#)).
3. Fill out the personal information at the top of the application, get your prospective employer to fill out the information required in the middle portion, and have a parent or guardian sign the application.
4. Return the completed work permit application to Ms. Eileen Guzman, Assistant Principal Secretary by emailing emguzman@riversideunified.org where the work permit will be processed and typed. **It usually takes 48 hours to process the Work Permit.**
5. Bring the typed work permit back to the prospective employer.

Ramona High School

John Tibbels Assistant Principal 951-352-8429 Ext 65248

jtibbels@riversideunified.org

Marta Gutierrez, Assistant Principal's Secretary 951-352-8429 Ext 65209

mframirez@riversideunified.org

Riverside Virtual High School

Teresa Munoz, Assistant Principal's Secretary, 951-778-5300 Ext. 69809

Steps to obtain a work permit:

9. Have a job offer.
10. Obtain a work permit application form ([click here](#)).
11. Fill out the personal information at the top of the application, get your prospective employer to fill out the information required in the middle portion, and have a parent or guardian sign the application. Once you have the form filled out, you may email it to Ms. Munoz. If you have any questions or concerns please contact her.