

## CHILD EMPLOYMENT APPLICATION FORM

Please read the following notes before you complete this form

**Blue Section to be completed by child**

**Green Section by Parent/Guardian**

**Red Section by Employer**

- Children between 13 and 16 years require a work permit issued by the Local Authority
- Without a valid work permit employers cannot insure children in the event of an accident
- Children may only do 'light work'; this means tasks which are not harmful to their safety, health or development
- Employment must not prevent children from arriving at school on time or affect their attendance or ability to benefit from their education
- Children remain of compulsory school age until the last Friday of June in the school year in which they reach their 16<sup>th</sup> birthday

**THE LAW SAYS YOU CANNOT DO ANY OF THESE JOBS:**

- Work in a cinema, dance hall, disco or nightclub
- Sell or deliver alcohol
- Deliver fuel oils
- Work in a commercial kitchen
- Collect or sort refuse
- Do any job which involves you being more than 3 metres off the ground
- Work which might bring you into contact with harmful chemicals
- Collect money, or to sell or canvass door to door
- Be exposed to adult material, which is considered unsuitable for children
- Work in telephone sales
- Work in a slaughter house, abattoir or butcher's shop
- Work in a fairground or amusement arcade
- Work in 'personal care' in a residential or nursing home

**IF YOU ARE 13, THESE ARE THE JOBS THE LAW WILL PERMIT YOU TO DO BETWEEN 7am AND 7pm**

- Agricultural or horticultural work
- Delivering newspapers
- Work in a shop
- Work in a hairdressers
- Domestic work in a hotel
- Office work
- In a café or restaurant
- Domestic work in hotels & other establishments offering accommodation
- Working in riding stables

**IF YOU ARE 14, 15 OR 16 YEARS OLD YOU MAY DO ANY OF THE JOBS LISTED TO THE LEFT, AS WELL AS OTHER 'LIGHT WORK', AS LONG AS YOU TELL US WHAT IT IS IN SECTION 1 BELOW**

**1 THIS SECTION IS TO BE COMPLETED BY THE CHILD WHO IS TO BE EMPLOYED**

<b>First Name</b>	<b>Surname</b>	<b>Date of Birth</b>	
<b>Address</b>		<b>Your Age</b>	<b>Y      M</b>
		<b>Year Group</b>	
<b>Postcode</b>	<b>Time at this address:</b>	<b>Telephone</b>	
<b>What are you employed to do? (List basic duties)</b>		<b>School</b>	

**2 THIS SECTION IS TO BE COMPLETED BY THE PARENT OR GUARDIAN**

- I confirm that my child's details given in Section 1 above are correct and that my child is medically fit to undertake the proposed employment as outlined in Section 3 overleaf. I also confirm that my child's health, development and ability to obtain proper benefit from his/her education will not be impaired as a result of this employment
- I am satisfied with the employer's explanation of the work to be undertaken and I confirm that the employer has provided me with a full risk assessment to ensure the highest possible safety of my child
- I am aware that this information may be shared with my child's school

**Signed:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Relationship to child:** \_\_\_\_\_

**SECTION 3 (OVERLEAF) IS TO BE COMPLETED BY THE EMPLOYER**

**3 THIS SECTION IS TO BE COMPLETED BY THE EMPLOYER**

<b>Business Name:</b>	<b>Contact name:</b>
<b>Address</b>	<b>Position in Company:</b>
	<b>Telephone:</b>
	<b>Postcode</b>

**Nature of Your Business**

- Children may only work the hours appropriate to their age group
- Children must have an annual two week break from employment during the school holidays
- Children must not work more than four hours without a rest of one hour

**PLEASE COMPLETE EITHER SECTION (A) OR SECTION (B) BELOW**  
**13-16 YEAR OLDS CAN WORK A MAXIMUM OF 12 HOURS PER WEEK, DURING TERM TIME (INCLUDING WEEKENDS)**

*If hours unknown or changeable, please enter the earliest start time and the latest finishing time, indicating total daily hours workable.*

<b>SECTION (A) PERMITTED HOURS FOR 13 AND 14 YEAR OLDS</b>		<b>Start (am)</b>	<b>Finish (am)</b>
<b>SCHOOL DAYS</b> Not more than 2 hours a day	BETWEEN 7 AM AND START OF SCHOOL DAY BETWEEN END OF SCHOOL DAY AND 7 PM		
<b>SATURDAY</b> Not more than 5 hours	BETWEEN 7 AM AND 7 PM		
<b>SUNDAY</b> Not more than 2 hours	BETWEEN 7 AM AND 7 PM		
<b>SCHOOL HOLIDAYS</b> (including weekends)	Up to a maximum of 25 hours a week. Not more than 5 hours a day between 7 am and 7 pm – Monday to Saturday. Sunday 2 hours between 7 am and 7 pm		

<b>SECTION (B) PERMITTED HOURS FOR 15 AND 16 YEAR OLDS</b>		<b>Start (am)</b>	<b>Finish (am)</b>
<b>SCHOOL DAYS</b> Not more than 2 hours a day	BETWEEN 7 AM AND START OF SCHOOL DAY BETWEEN END OF SCHOOL DAY AND 7 PM		
<b>SATURDAY</b> Not more than 8 hours	BETWEEN 7 AM AND 7 PM		
<b>SUNDAY</b> Not more than 2 hours	BETWEEN 7 AM AND 7 PM		
<b>SCHOOL HOLIDAYS</b> (including weekends)	Up to a maximum of 35 hours per week. Not more than 8 hours a day between 7 am and 7 pm – Monday to Saturday. Sunday 2 hours between 7 am and 7 pm		

**EMPLOYER'S DECLARATION**

- I will ensure that during the course of employment the young person wears suitable clothing and footwear
- I certify that I have carried out a specific Young Persons Risk Assessment in relation to this employment, as required under the Health & Safety (Young Persons) Regulations 1997
- The Risk Assessment has been shared with the Parents/Guardians and the child
- I hold Employer's Liability Insurance

**SIGNED:**

**DATE:**

<b>FOR OFFICE USE ONLY</b>	<b>ISSUED</b>	<b>PERMIT NUMBER</b>	<p><b>THE EMPLOYER SHOULD SEND THE COMPLETED APPLICATION FORM TO: KYLIE ANNE RILEY, BUSINESS SUPPORT CEE, CHILDREN'S SERVICES – ACCESS TO EDUCATION, 5 PORTLAND SQUARE, CARLISLE, CUMBRIA, CA1 1PU. TEL: (01228) 226768</b></p>