

Employment Permit Application Form

Warwickshire County Council Byelaws 1998
Children & Young Persons Act 1933/63 (as amended)

Warwickshire
Education Social Work Service



A. DETAILS OF EMPLOYER

Employer's Name: _____

Position in Organisation: _____

Company Name: _____

Address: _____

Postcode: _____ Tel. No: _____

Details of Child's Employment

Start date: ___/___/_____

Nature of proposed employment: _____

Place of employment: _____

B. DETAILS OF CHILD

Child's Full Name: _____

Gender: Male Female

Address: _____

Postcode: _____ Tel. No: _____

Date of Birth: ___/___/___ Age: School Yr:

School Attending: _____

Any other employment? Yes No

(Please tick)

If yes,

Name of employer: _____

Address: _____

Tel. No: _____

Days and Times of Employment (please use 24 hour clock)

DURING SCHOOL TERM 12 hours maximum per week for all children				DURING SCHOOL HOLIDAYS Max. 25 hours per week - 13/14 year olds Max. 35 hours per week - 15/16 year olds					
	FROM	TO		FROM	TO		FROM	TO	
Monday			Rest Break			Rest Break			
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									

1 hour break required after 4 hours continuous work

PLEASE COMPLETE BOTH SIDES OF FORM, OBTAIN SIGNATURE FROM PARENT AND RETURN WITHIN SEVEN DAYS OF EMPLOYMENT TO THIS ADDRESS:

Education Social Work Service
Myton Park, Myton Lane, Warwick, CV34 6PX
Tel: (01926) 414888 Fax: (01926) 414880

If you do not receive the permit within 28 days of submitting this form, please contact us on (01926) 414888

EMPLOYMENT means "assistance in any trade or occupation which is carried on for profit, whether or not payment is received for that assistance"

NO CHILD UNDER 13 YEARS MAY BE EMPLOYED

PROCEDURES

Within 1 week of employing a child, the employer must send to this authority a completed Employment Permit Application Form.

- 1 Employer completes, signs and dates form.
- 2 Parent/Guardian completes, signs and dates form.
- 3 Completed application form returned to appropriate area office.
- 4 Where, on receipt of the Employment Permit Application Form, the local authority will satisfy itself that the employment is lawful, the child's health, welfare or ability to take full advantage of his/her education will not be jeopardised and that the child is fit to undertake the work for which he/she is employed, an Employment Permit will be issued.
- 5 The child may only be employed in accordance with the details on the Employment Permit.
- 6 If any of the details change, contact the appropriate area office, where a new Permit will be issued.
- 7 The local authority may also, at any time, revoke a child's Employment Permit if it believes that the child is being unlawfully employed, or that his/her health, welfare or ability to take advantage of his/her education are suffering or likely to suffer as a result of being employed.
- 8 A child must produce the Employment Permit for inspection when required to do so by an authorised officer of the authority or a police officer.

DEFINITION OF "CHILD"

For the purpose of the Byelaws the expression "child" means a person who is of compulsory school age. Children who have their 16th birthday during a period starting 1st September and ending 31st August, can leave school on the last Friday of June in that period. This is the date when these children stop being of compulsory school age.

REGULATION OF EMPLOYMENT

A child aged 13 may not be employed, except in light work, in one or more of the following:- agricultural or horticultural work, delivery of newspapers, journals and other printed material, shop work (including shelf stacking), hairdressing salons, office work, kennels or catteries, in a café or restaurant or in riding stables. A child aged 14-16 may be employed in light work in a wider variety of jobs.

All children of compulsory school age can only work 12 hours a week during the week in which they are required to attend school.

On any **School Day** a child may only be employed:

for up to two hours in any day within the period between 7.00am and the beginning of school, and between the end of school and 7.00pm, but for no more than one hour before school begins.

On a **Saturday**:

13/14 year olds can work up to 5 hours per day and 15/16 year olds can work up to 8 hours per day (maximum of 12 hours a week during term time).

During **School Holidays**:

13/14 year olds can work up to 5 hours per day (maximum 25 hours in any week) and 15/16 year olds can work up to 8 hours per day (maximum 35 hours in any week); a child shall not be employed for more than four hours in any day without a rest break of at least one hour; children must have a consecutive two week period free from work during their school holidays each year.

On a **Sunday** a child may only be employed:

for up to two hours between the hours of 7.00am and 7.00pm.

Children can only be employed between the hours of 7.00am and 7.00pm on any day

Employer Statement

I confirm that an appropriate RISK ASSESSMENT, taking into account the child's age, has been carried out and the child's parent/guardian informed of the findings and the control measures introduced to reduce any risk. (Management of Health and Safety at Work Act 1999).

I WILL NOT be employing this child to work with children.

OR

I WILL BE employing this child to work with children and have undertaken all of the following:

Enhanced Criminal Record check References Health clearance

Signature of Employer Print Name Date

Parent/Guardian Statement

I consent to the employment detailed overleaf and confirm that my child is fit to undertake this work and that it will not put at risk my child's health, welfare or ability to take full advantage of his/her education. I also confirm that the employer has provided me with information about the findings of the risk assessment he/she has undertaken and the control measures introduced to reduce any risk assessed, and confirm that my child's date of birth as stated is correct.

Signature of Parent/Guardian Print Name Date

FOR OFFICE USE ONLY

Permit no. _____ Date issued ____/____/____

Date of Birth Checked _____