

# Child Employment Permit Application Form

Warwickshire County Council Byelaws 1998

Children & Young Persons Act 1933/63

(as amended by the Education Acts 1944 to 1996 and the Children Act 1972)



## A. DETAILS OF EMPLOYER

Mr / Mrs / Miss / Ms / Other: .....

Your Name: .....

Position in Organisation: .....

**Company Name:** .....

Company address: .....

.....

.....Postcode: .....

Telephone: .....

Email: .....

### DETAILS OF CHILD'S EMPLOYMENT:

Start date: ...../...../.....

Nature of employment: .....

Place of employment: .....

## B. DETAILS OF CHILD

Child's Full Name:.....

Gender: ☐ Male ☐ Female

Home address: .....

.....

.....

.....Postcode: .....

Date of birth: ...../...../..... Age: .....

Current School: .....

School Year: .....

**Is the child employed elsewhere?** Yes ☐ No ☐

If answer is 'Yes', please state:

Name of employer: .....

Address: .....

.....Tel: .....

## 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			
	A.M.		P.M.		A.M.		P.M.	
	FROM	TO	FROM	TO	FROM	TO	FROM	TO
Monday								
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:**

Child Employment, Education Services, People Directorate, Shire Hall, Market Square, Warwick CV34 4RL

Tel: 01926 742522 email: [childemployment@warwickshire.gov.uk](mailto:childemployment@warwickshire.gov.uk)

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**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**

### **PROCEDURE:**

Within 1 week of employing a child, the employer must send a completed Child Employment Permit Application Form

1. Employer completes, signs and dates form.
2. Parent/Guardian completes, signs and dates form.
3. Completed Application Form is returned to address overleaf.
4. Where, on receipt of the Child 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 to the employer.
5. The child may only be employed in accordance with the details on the Employment Permit.
6. 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.

### **DEFINITION OF “CHILD”**

For the purpose of the Byelaws, the expression “child” means a person who is of compulsory school age. Once a child reaches their 16<sup>th</sup> birthday by the end of the school year in June, having completed Year 11 and taken their GCSE exams, they no longer require an employment permit.

### **REGULATION OF EMPLOYMENT**

A child aged 13 may only be employed in light work, as follows: 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 between 7.00am 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). A child shall not be employed for more than four hours in any day without a rest break of at least one hour.

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

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

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.

**Children must not be employed outside of the hours of 7.00am and 7.00pm on any day**

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**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 confirm that if this child is employed to look after children that they will not be left unsupervised. I am also aware that I may need to undertake a DBS check on this child and that it is my responsibility to do so.

SIGNATURE OF EMPLOYER .....

PRINT NAME (Mr/Mrs/Miss/Other) ..... DATE .....

**Parent/Guardian Statement**

I am aware of 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. I understand that no copy of this permit will be issued to me and I am aware that I can check to see if it has been issued to the employer.

SIGNATURE OF PARENT/GUARDIAN ..... TELEPHONE  
NUMBER.....

PRINT NAME (Mr/Mrs/Miss/Other) ..... DATE  
.....

**Your information rights:** To see how we use your personal data and what your information rights are, please read our overall customer privacy notice at [www.warwickshire.gov.uk/privacy](http://www.warwickshire.gov.uk/privacy) which includes the contact details if you have a complaint about your information rights. For general enquiries, contact Warwickshire County Council customer services on 01926 410410.

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