



## Child Employment Application Form - Westmorland & Furness Council - Education and Inclusion

Children and Young Persons Act 1933 and the Children (Protection at Work) regulations 2000 and Westmorland and Furness Byelaws 1 March 1999

### Please read the following notes before you complete this form

#### Section 1 to be completed by Parent/Guardian

#### Section 2 to be completed 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 and wellbeing or development
- Employment must not prevent children from arriving at school on time or affect their attendance or ability to benefit from their education
- The law says that within 7 days of the child starting work, the employer must apply for a work permit. It is good practice to apply prior to the child commencing employment; to ensure the application will be authorised and a work permit will be issued
- Children remain of compulsory school age until the last Friday of June in the school year in which they reach their sixteenth 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
- Collect or sort refuse
- Do any job which involves a child being more than three metres off the ground
- Work which might bring a child into contact with harmful chemicals
- Collect money, or sell/canvass door to door
- Be exposed to adult material, which is considered unsuitable for children
- Work in telephone sales
- Work in a slaughter house or abattoir
- Work in a fairground or amusement arcade
- Work in 'personal care' in a residential or nursing home
- Carry out industrial undertakings

#### THE LAW PERMITS A CHILD AGED 13 YEARS OLD TO CARRY OUT THE FOLLOWING WORK:

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

**A CHILD AGED 14, 15 OR 16 MAY DO ANY OF THE JOBS LISTED TO THE LEFT, AS WELL AS OTHER 'LIGHT WORK', AS LONG AS THIS IS DESCRIBED IN SECTION TWO**

### 1 THIS SECTION IS TO BE COMPLETED BY THE PARENT OR GUARDIAN

#### Child's Details

First Name	Surname	Date of Birth
Address		Age
		Postcode
Name of School		Year Group

#### Parents/Guardians Details

Full Name(s) of Parent/Guardian	Relationship to the Child
Address if different from Child	Tel No.
	Email

#### Declaration by Parent/Guardian

- I consent to my child undertaking the employment as set out in the Application for a work permit
- 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 2. 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 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:

Date:

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



**SECTION 2 THIS SECTION IS TO BE COMPLETED BY THE EMPLOYER**

**Employers Details**

<b>Business Name</b>	
<b>Name of the person responsible for child's employment</b>	
<b>Address</b>	
<b>Email Address</b>	<b>Telephone Number</b>
<b>Description of child's employment</b>	
<b>Employment Start date</b>	
<b>Address to where child is to be employed if different from above</b>	

**Proposed Working Hours**

Children cannot work:

- During school hours
- More than 12 hours in any school week
- Before 7am or after 7pm
- More than two hours on a school day. Either two hours after school or one hour before and one hour after school
- More than two hours on a Sunday
- More than five hours on Saturdays and holidays for 13 and 14 year olds or eight hours for 15 and 16 year olds
- More than 25 hours per week in school holidays for 13 and 14 year olds or 35 hours for 15 and 16 year olds

All children must have a one hour break after working four hours and must have two consecutive weeks holiday from any employment during school holiday time.

**PLEASE COMPLETE THE TABLES BELOW:**

**Proposed hours of work during school term**

	<b>Start Time (am)</b>	<b>Finish Time (am)</b>	<b>Start Time (pm)</b>	<b>Finish Time (pm)</b>
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

**Proposed hours of work during school holidays**

	<b>Start Time (am)</b>	<b>Finish Time (am)</b>	<b>Start Time (pm)</b>	<b>Finish Time (pm)</b>
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

**Declaration by Employer**

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

Signed:

Date:

The Employer should email the completed application form, along with a copy of the Young Person's risk assessment to [ChildEmployment@westmorlandandfurness.gov.uk](mailto:ChildEmployment@westmorlandandfurness.gov.uk)