

## Application for employment permit

The information collected on this form will be held by Worcestershire Children First (a Worcestershire County Council wholly owned company) for the purpose of ensuring compliance with Byelaws made in pursuance of Children and Young Person's Act 1933-63 as amended by the Education Acts 1944-96 and Children's Act 1989. The relevant Privacy Notice (Learning and Achievement Privacy Notice), is available on the website: [www.worcschildrenfirst.org.uk/privacy](http://www.worcschildrenfirst.org.uk/privacy)

### Details of child employed

Surname	
First name	
Date of birth	
Gender	
Address	
Postcode	
Telephone	
School	

### Details of employer

Company name	
Address	
Postcode	
Telephone no.	
Nature of business	
Do you require a bicycle to be provided	
Exact nature of proposed employment	
Date employment commenced	
Any other employment	

### Days and time of proposed employment

For guidance please see employment regulation.

Please complete with hours worked daily e.g. 07:00 – 08:00 and rest period 13:00 –14:00 etc.

Term time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hours of employment							
Rest period							

School holidays (tick appropriate box)

13 or 14-year-old, max. 25 hours per week	
15 or 16-year-old, max. 35 hours per week	

## Health & Safety (Young Persons) Regulations 1997

### Employer declaration

Have you completed a 'Risk Assessment' and given a copy to the parent/carer:	Yes/No
Employer signature	
Date	
Print name	

### Employers Liability Insurance

Please quote your Employers Liability Insurance details:

Name of company	
Policy number	

### Parent/ carer declaration

**I consider my child is fit for this employment and have seen a copy of the risk assessment. I agree to my child being employed by the employer named above. I am aware of the type of work he/she will be doing and the hours he/she will be required to work. I confirm that the date of birth shown is correct.**

Parent/carer signature	
Date	
Print name	

### Ethnicity

In order that we might monitor equality of opportunity would you indicate the child's ethnic origin.

White		Black		Asian		Mixed		Other	
UK		African		Indian		Mixed			
European		Afro/Caribbean		Pakistan					
Irish		Other		Bangladeshi					
Other				Chinese					
				Vietnamese					

Please return this form to:

Child Employment and Entertainment Officer,

Worcestershire Children First, County Hall, Spetchley Road, Worcester, WR5 2NP

Telephone No: 01905 844361

Email: [CEE@worcestershirechildrenfirst.org.uk](mailto:CEE@worcestershirechildrenfirst.org.uk)

## Regulation of employment

For a complete copy of the Byelaws, please contact the address below.

### **1. Interpretation:**

For the purpose of these Byelaws:

- a) (the expression “child” means a person who is of compulsory school age. All children are deemed to be of compulsory school age until the last Friday in June in the school year of their 16th birthday.

### **2. Minimum age:**

- a) No child under the age of 13 years shall be employed.
- b) On any school day a child may only be employed subject to the following conditions:
  - i. the employment shall not be for more than 2 hours in any day.
  - ii. Employment shall only take place between 7.00 a.m. and 8.00 a.m. and between the end of the school day and 7.00p.m.
  - iii. No child shall be employed for more than 1 hour in the morning period.
  - iv. No child shall work for more than a total of 12 hours in any week.
- c) During Saturday and school holidays:
  - i. a child under the age of 15 years may be employed for up to 5 hours per day, between 7.00 a.m. and 7.00 p.m., subject to a maximum of 25 per week.
  - ii. a child aged 15 years and over may be employed for up to 8 hours per day, between 7.00 a.m. and 7.00 p.m., subject to a maximum of 35 per week.
  - iii. The total hours are exclusive of rest periods which exceed 15 minutes.
  - iv. A child shall not be employed for more than 4 hours continuously without a rest period of at least 1 hour for rest and recreation.
  - v. Children have a two consecutive week period from work during their summer holiday each year.
- d) Sundays:

No child shall be employed on Sunday for more than 2 hours, between 7.00 a.m. and 7.00 p.m.

**Children of compulsory school age cannot be employed for more than 12 hours each week (or part week) during term-time.**