

Education Welfare Service

Child Employment - Work Permit Application

Employment of Children, CHILDREN AND YOUNG PERSONS ACTS 1933 TO 1963 (As amended by the Education Acts 1944, 1976 and 1996 and the Children Act 1972) The Children (Protection at Work) Regulations 1998.

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| Application for permission to employ a child between 13 years of age and the statutory school leaving age  Please complete this form and return within 7 days to [childemployment@wokingham.gov.uk](mailto:childemployment@wokingham.gov.uk)  Please include a risk assessment for the role and a photo of the child (jpeg format) when submitting this application | | | |
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| **Section 1:** To be completed by Employer | | | |
| Child Details | | | |
| Surname |  | | |
| Forename |  | | |
| Date of Birth |  | Gender |  |
| Home Address | Address line 1 | | |
|  |  | | |
|  | Town | | |
|  | County | | |
|  | Postcode | | |
| Name of school currently attended |  | | |
| School Address | Address line 1 | | |
|  |  | | |
|  | Town | | |
|  | County | | |
|  | Postcode | | |

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| Employment Details (Employer to complete this section) | | |
| Child to be employed as |  | |
| Please give a brief description of the tasks involved within the role |  | |
| **Date of Commencement** |  | |
| Please confirm that the child will **not** be involved in any of the following activities:  (By checking the box you are confirming they **WILL NOT** be engaged in the activities listed) | | |
| Sell or deliver alcohol | | ☐ |
| Deliver milk or fuel | | ☐ |
| Work in a kitchen | | ☐ |
| Use Chemicals | | ☐ |
| Collect and sort refuse | | ☐ |
| Work in telephone sales | | ☐ |
| Work in a butchers or slaughterhouse | | ☐ |
| Work more than 3 metres above ground (on ladders etc) | | ☐ |
| Work in a cinema, nightclub etc | | ☐ |
| Work in a fairground or amusements arcade | | ☐ |
| Undertake the personal care of residents in a nursing home | | ☐ |
| Work in a factory, warehouse or industrial premises | | ☐ |
| **Please attach a copy of the risk assessment for this role with this application** | | |

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| PLEASE ENSURE THAT THE HOURS OF EMPLOYMENT ARE IN ACCORDANCE WITH THE BYELAWS AS SET OUT BELOW |
| **SCHOOL DAYS UP TO A MAXIMUM OF 12 HOURS PER WEEK DURING TERM TIME**  Either, between the end of the school day and 7pm up to a maximum of 2 hours or  1 hour between 7am-8 am and 1 hour between the end of the school day and 7pm.  **SATURDAYS AND SCHOOL HOLIDAYS**  13-15 years of age 5 hours per day up to a maximum of 25 hours per week in school holidays.  15 years and over 8 hours per day up to a maximum of 35 per week in school holidays.  In addition   * The employment must not take place before 7am or after 7pm * The child shall not be employed for more than 4 hours consecutively * The child shall be free for rest and recreation for a continuous period of 1 hour after each period of employment   **SUNDAYS:**  MAXIMUM 2 HOURS which must be between 7am – 7pm. |

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| Working Hours  Input All Values as 24-Hour Clock Times, e.g. 15.30 - 16.30) | | | | |
|  | **School Days** | | **School Holidays** | |
| AM | PM | AM | PM |
| Monday |  |  |  |  |
| Tuesday |  |  |  |  |
| Wednesday |  |  |  |  |
| Thursday |  |  |  |  |
| Friday |  |  |  |  |
| Saturday |  |  |  |  |
| Sunday |  |  |  |  |

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| Name and Address of where employment will take place | |
| Employer Name |  |
| Nature of Business |  |
| Contact Name |  |
| Employer Address |  |
| Email |  |
| Tel. number |  |

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| Company Name **(if different from above)** | |
| Company Name |  |
| Nature of Business |  |
| Company Address |  |
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| Employer Declaration |
| I, the prospective employer, hereby make application for permission to employ the above-named child in accordance with the foregoing particulars. I fully understand the conditions attached to the employment of this child, including **the need to carry out a risk assessment for the role**. I undertake to provide the child’s parents with information on any risks to the health and safety of their child whilst in my employment, together with details of steps taken to eliminate or minimise that risk. I will notify the local authority within 7 days of the child starting employment.  Full Name  Signature (Electronic signature acceptable)  Date |

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| **Section 2**: To be completed by Parent/Guardian/Carer Declaration of Parent/Guardian/Carer | |
| Parent/Guardian/Carer Name |  |
| Parent/Carer Telephone Number |  |
| Parent/Carer Email Address |  |

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| This part to be completed by the responsible parent/guardian/carer | | |
| Is your child regularly attending school or other educational provision? | |  |
| Are you satisfied that your child will be safeguarded whilst carrying out this employment? | |  |
| Is your child currently undertaking any other employment? If yes, please specify below: | | |
| Employer Name |  | |
| Employer Address |  | |
|  |  | |
| Issuing Authority |  | |
| Date of commencement of employment |  | |
| No. of hours per week |  | |

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| Parent/Guardian/Carer Declaration |
| I hereby consent to the employment of my child named above in the manner and at the times stated hereunder. I am of the opinion that the employment will not be detrimental to either his/her health or education. I understand that the employer will be carrying out a risk assessment on the activities involved in this employment in addition to any other risk assessment.  Full Name  Signature (Electronic signature acceptable)  Date |

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| **Section 3:** To be completed by the school  School Declaration | | | | |
| School Name | | | | |
| Is child’s date of birth correct? |  | If not, please state correct date of birth | |  |
| Are there any concerns regarding education engagement? | | | |  |
| Are there any attendance concerns? | | | |  |
| Comments (if applicable) | | | | |
| Name | | | Role | |
| Email | | | Telephone Number | |
| Signed  (Electronic signature acceptable) | | | Date | |

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| **Employer Checklist – Please use this section to check all areas have been completed.** |  |
| All areas of the application form are complete |  |
| Risk assessment attached |  |
| Child photo attached |  |
| Employer authorisation complete |  |
| Parents authorisation obtained |  |
| School authorisation obtained |  |