

Application form for the employment of a child

Children and Young Persons Act, 1933 and 1963, The Children (Protection at Work) Regulations 1998, Education Act 1996, Hampshire County Council Byelaws on the Regulation of the Employment of Children 1998

Every person who employs a child shall complete part one and arrange for the completion of part two of this form and sent it **within seven days** of the commencement of the employment to Hampshire County Council Children's Services Department at the address overleaf.

Part one – to be completed by the employer

Name of employer.....Tel no.....

Address.....

Nature of business.....

Full name of child.....Date of birth.....Age.....

Address.....

.....

Name of school where child is a registered pupil.....

Place of employment.....

Occupation in which child is to be employed and tasks involved.....

.....

Days and times of work:

During School Term
am pm

During School Holidays
am pm

School days Weekdays

Saturdays Saturdays

Sundays Sundays

I confirm that I have carried out an appropriate risk assessment in respect of this child's employment.
I have read and understood Hampshire County Council byelaws on the employment of children 1998.

Signature of employer.....Date.....



Hampshire
County Council

Part two – to be completed by the parent

Does he/she currently have another job? Yes/No

If yes please give trade name and address of employer.....

.....

I agree to the employment of my child as stated overleaf and confirm that he/she is fit to undertake the employment.

Signature of parent..... Date.....

Part three – for official use

Employment permit number..... issued on..... by.....

Permitted working hours

Employment may only take place between 7.00am and 7.00pm

13 and 14 year olds may work:

- School days
 - one hour before school and one hour after school OR
 - two hours after school
- Saturdays and school holidays – five hours daily
- Sundays – two hours daily
- Maximum hours during term time – 12 hours per week
- Maximum hours during school holidays – 25 hours per week

15 year olds upwards may work:

- School days
 - one hour before school and one hour after school OR
 - two hours after school
- Saturdays and school holidays – eight hours daily
- Sundays – two hours daily
- Maximum hours during term time – 12 hours per week
- Maximum hours during school holidays – 35 hours per week

Any child employed must have a rest break of not less than one hour following four hours of continuous employment and have during the year at least two consecutive weeks in the school holidays which are free from work.

Compulsory school age – all children of compulsory school age (5-16), both those enrolled in school and those educated otherwise than at school, must remain in education until the last Friday in June in the school year in which the child reaches the age of 16.

If a child is employed in contravention of any of the byelaws or child employment regulations, the employer and any person other than the child employed to whom the contravention is attributable shall be liable on summary conviction to a fine not exceeding level 3 on the standard scale.

Please note that this form shows only brief information. There are restrictions on the work a child may do, particularly for 13 year olds. Further advice and copies of the byelaws and application forms are available from:

The Child Employment Office, Clarendon House, Monarch Way, Winchester, SO22 5PW.

Tel: 01962 869611

Email: child.employment@hants.gov.uk

Website: www.hants.gov.uk

Hampshire County Council requires this information to provide you with the work permit requested. We will hold your information securely in order to process this and any future applications. We will not pass information about you to any other organisation.