

# APPLICATION FOR EMPLOYMENT OF A CHILD

Children and Young Persons Act 1933 & 1963  
 The Education Act 1996  
 Byelaws on the Employment of Children 1998  
 The Children Protection at Work Regulations 1998 & 2000



## Part 1 (to be completed by Employer)

Full name of Child \_\_\_\_\_ Child's date of birth \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Tele No \_\_\_\_\_ School attending \_\_\_\_\_

Name and Address of Employer THE SOUTHAMPTON DIRECTORY LID, 4 Firwood Close, Chandlers Ford, Hampshire SO53 1HN

Tel no 023 8026 6388

Nature of Employment DISTRIBUTION \_

Place of employment if different to above – Southampton

DAILY hours of employment during school term time (Max 12 hrs a week for all ages)														
	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
	FROM	TO	FR	FR	FR	FR	FR	FR	FR	FR	FROM	TO	FROM	TO
am														
pm														
<b>UP TO 6 HOURS OVER 5 DAYS PER MONTH</b>										<b>3/14 Max 35 hrs -15+</b>				
	MONDAY										SATURDAY		SUNDAY	
	FROM	TO	FR	FR	FR	FR	FR	FR	FR	FR	FROM	TO	FROM	TO
am														
pm														

- I, the employer, confirm that an appropriate Risk Assessment, taking into account the child's age has been carried out and the child's parent/s have been informed
- I, the employer, confirm that our insurance covers children at work
- I, the employer, confirm that I have been provided with a copy of Southampton City Council Byelaws and have read and understood them

Signature of employer \_\_\_\_\_ Date \_\_\_\_\_

## Part 2 (to be completed by Parent/Guardian)

- I am aware of all aspects of their employment and Local Byelaws and I confirm, that in my opinion, the above work would not jeopardise my child's health, welfare or ability to take full advantage of her/his education. I give permission for my child to undertake the employment stated above

Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

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. These regulations relate to children aged between 13 and 16 years. A child remains subject to these regulations until they complete the academic year in which they attain their 16<sup>th</sup> birthday. In these circumstances the academic year continues until the last Friday in June

### **MAXIMUM PERMITTED WORKING HOURS**

Employment may only take place between 7.00a.m – 7.00 p.m. irrespective of the day of week or school holidays.

#### **13 and 14 year olds**

##### **Term time**

A **MAXIMUM** of **12 hours per week only** is permitted during term time **within** the hours below

Weekdays            1 hour before school and 1 hour after school **or**  
                                 2 hours after school

Saturdays            5 hours daily

Sundays              2 hours only

##### **School Holidays**

A **MAXIMUM** of **25 hours per week only** is permitted during holidays **within** the hours below

Weekdays            5 hours daily

Saturdays            5 hours daily

Sundays              2 hours only

#### **15 – 16 year olds**

##### **Term time**

A **MAXIMUM** of **12 hours per week only** is permitted during term-time **within** the hours below

Weekdays            1 hour before school and 1 hour after school **or**  
                                 2 hours after school

Saturdays            8 hours daily

Sundays              2 hours only

##### **School Holidays**

A **MAXIMUM** of **35 hours per week only** is permitted during holidays **within** the hours below

Weekdays            8 hours daily

Saturdays            8 hours daily

Sundays              2 hours only

Any child employed shall have a rest break of not less than 1 hour following 4 hours of continuous employment. During the year they should have at least 2 consecutive weeks' holidays, within the school holidays, that are free from employment

Any child working without a required work permit is deemed to be employed illegally and therefore may not be covered by the employers insurance.

Risk Assessment In the case of school age employees, you need to pay particular attention to the young person's lack of experience in the workplace when completing your assessment. Employers are responsible for the health, safety and welfare of the children they employ and must make sure they are suitably clothed for the job they are doing.

If you need further information, application forms or copies of the Byelaws please contact:

**Southampton City Council**  
**Children in Employment Officer**  
**Marland House**  
**(Off Civic Centre Road)**  
**Southampton SO14 7PQ**  
**Telephone 02380 833646**