

Official Use – Permit Number



Application for permission to employ a child between 13 and statutory school leaving age*

To be completed and returned to: Education Welfare Service
7 Portman Close
Bracknell, Berkshire
RG42 1NE
01344 464720

(Please ensure both sides of this form are completed in BLOCK CAPITALS using ink throughout)

For Completion by Parent/Guardian/Carer

Child's Surname: _____	Sex: M/F (delete as appropriate)
Child's Forename: _____	
Address: _____	Date of Birth: _____
_____	Tel No. : _____
County: _____	Postcode : _____
Name and address of School Child Currently Attends:	
Please state any other existing employment: Current permit No. (if applicable): Will this existing employment be terminated upon issue of this permit? Yes/No	

DECLARATION OF PARENT/GUARDIAN/CARER:

1 Is the above child currently healthy?	Yes/No
2 Does he/she regularly attend school?	Yes/No

I hereby consent to the employment of the 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 his/her education. I understand that the employer will be carrying out a risk assessment on the activities involved in the employment.

Name: (Block letters) _____

Signed: _____ Date: _____

Parent/Guardian/Carer (please delete as appropriate)

If this employment involves working with other children/young people a check will be made with school and the local authority's Children's Services Department. Signatures below indicate your consent for these checks to take place.

Parent	Young Person
Name: (Block letters)	Name: (Block letters)
Signed:	Signed:
Date:	Date:

* Employment of Children/Young Persons

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

For Completion by Employer

CHILD TO BE EMPLOYED AS: _____ **COMMENCING ON** _____
eg (Shop Assistant; Office Worker; Hairdresser etc) NB No child is permitted to work in a commercial kitchen

DUTIES: _____

PLEASE ENSURE THAT THE HOURS OF EMPLOYMENT ARE IN ACCORDANCE WITH THE BYELAWS BELOW¹

APPROVED HOURS (Input all values as 24 Hour Clock Times, e.g. 15:30 – 16:30)

	School Days	School Holidays
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

NAME AND ADDRESS (where employment will take place)

Name of Employer: _____

Address: _____

County: _____ Business: _____

Postcode: _____ Tel. No: _____

Company Name (if different from above) _____

Address: _____

County: _____ Business: _____

Postcode: _____ Tel. No: _____

DECLARATION OF EMPLOYER

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 the risk assessment. 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. Guidance will be provided if the employment involves working with other children/young people.

Name: (Block Letters) _____

Signed: _____ Date: _____

For Office Use: d.o.b verified, application investigated and recommended by:

Education Welfare Officer: _____ Date: _____

Work Permit Number: _____ Issued By: _____ Date: _____

¹**Sundays 13 to 16 years:** max 2 hours per day between 7am and 7pm

School Days (must not exceed 12 hours per week)

13 to 16 years: Max 2 hours per day - 1 hour before school between 7am to half an hour before school starts and/or from close of school to 7pm

Saturdays: 13 & 14 years - max 5 hours per day between 7am and 7pm

15 & 16 years - max 8 hours per day between 7am and 7pm

School Holidays (Monday to Saturday)

13 to 14 years Max 5 hours per day between 7am and 7pm (**must not exceed 25 hours each week**)

15 to 16 years Max 8 hours per day between 7am and 7pm (**must not exceed 35 hours each week**)

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/recreation for a continuous period of 1 hour after each period of continuous employment