

**Child employment application form**

Businesses that intend to employ school-aged children must apply to us for a child employment permit before the children can be employed. This is governed by the Children and Young Persons Acts 1933, 1963 Education Act 1996 The Children (Protection at Work) Regulations 1998, 2000 and The Children (Protection at Work) Regulations (No. 2) 2000.

This form must be completed by the child’s parent(s)/carer(s) and prospective employer.

The employer should return the completed form by email or post to the addresses below. Please contact us if you have anything you’d like to discuss relating to your application.

**email**: CSHub@n-somerset.gov.uk.uk

**post**: North Somerset Council Child Employment and Licensing team, Town Hall, Second Floor C2-19, Walliscote Grove Road, Weston-super-Mare, BS23 1UJ

**telephone**: 01934 426 755

**1. To be completed by parent or carer**

|  |  |
| --- | --- |
| Child’s full name  |       |
| Child’s date of birth |       |
| Parent/carer’s full name |       |
| Address |       |
|  |       |
|  |       | Postcode |       |
| Telephone number |       |
| Email address |       |
| I confirm that the date of birth of the child named on this form is correct and I consent to this employment for which they are medically fit and able to undertake the duties. |
| Signature |       | Date |       |
|  |  |  |  |
| Does your child have another job? If yes, please provide the following information: |
| Name of employer |       | Number of hours worked |       |

**2. To be completed by the employer**

|  |  |
| --- | --- |
| Full name of employer |       |
| Company name(if different from above) |       |
| Address |       |
|  |       |
|  |       | Postcode |       |
| Telephone number |       |
| Email address |       |
| Nature of business |       |
| Nature of child’s employment |       |
| Place of child’s employment |       |

|  |  |
| --- | --- |
| **Days and hours of employment, tick boxes as required** | **maximum hours allowed** |
| **ages** **13-14** | **ages** **15-16** |
| [ ]  | on school days between 7am and start of school (maximum one hour) or the close of school and 7pm | 2 | 2 |
| [ ]  | on Saturdays between 7am and 7pm | 5 | 8 |
| [ ]  | on Sundays between 7am and 7pm      | 2 | 2 |
| [ ]  | during school holidays between 7am and 7pm (Saturday hours apply Monday to Saturday in school holidays) | 25per week | 35per week |

Children are only permitted to work a maximum of 12 hours per week during term time.

No child of any age may work more than four hours in any day without a rest break of one hour.

Children must have a break during the school holidays of two consecutive weeks in each year.

I confirm that I have complied with the Health and Safety (Young Persons) Regulations 1997, and that a risk assessment has been carried out for the duties required for this employment.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |       | Date |       |

**For office use only**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DoB checked | Attendance | Authorised | Not authorised | Comments |
|  |  |  |  |  |

**North Somerset Council bylaws as amended**

**Prohibited employment**

No child of any age may be employed:

* in a cinema, theatre, discotheque, dance hall or night club, except in connection with a performance given entirely by children (except where children are licensed by this authority to take part in performances)
* to sell or deliver alcohol, except in sealed containers
* to deliver milk
* to deliver fuel oils
* in a commercial kitchen
* to collect or sort refuse
* in any work which is more than three metres above ground level or, in the case of internal work, more than three metres above floor level
* in employment involving harmful exposure to physical, biological or chemical agents
* to collect money or to sell or canvass door to door
* in work involving exposure to adult material or in situations which are for this reason otherwise unsuitable for children
* in telephone sales
* in any slaughterhouse or in that part of any butcher’s shop or other premises connected with the killing of livestock, butchery, or the preparation of carcasses or meat for sale
* as an attendant or assistant in a fairground or amusement arcade or in any other premises used for the purpose of public amusement by means of automatic machines, games of chance or skill or similar devices
* in the personal care of residents of any residential care home or nursing home

**Employment before school**

Subject to the other provisions of these byelaws, children may be employed for up to one hour before the commencement of school hours on any day on which they are required to attend school.

**Additional condition:** No child may be employed in any work out of doors unless wearing suitable clothes and shoes.

**Permitted employment of children aged 14 and over**

A child aged 14 or over may be employed only in light work.

**Permitted employment of children aged 13**

A child aged 13 may not be employed, except in light work, in one or more of the following specified categories:

* delivery of newspapers, journals and other printed material
* hairdressing salons
* shop work, including shelf stacking
* office work
* car washing by hand in a private residential setting
* in a cafe or restaurant
* in riding stables
* domestic work in hotels and other establishments offering accommodation
* light agricultural or horticultural work (only for child’s own parents)

**Notification of employment and employment permits**

Within one week of employing a child, the employer must send to the authority written notification stating:

* her/his own name and address
* the name, address and date of birth of the child
* the hours and days on which the child is to be employed, the occupation in which the child is to be employed, details of the task involved and, if different from above, the place of employment
* a statement of the child’s fitness to work, and of approval for the child to be employed, completed by the child’s parent
* details of the school at which the child is a registered pupil
* a statement to the effect that an appropriate risk assessment has been carried out by the employer

The local authority will issue a child with an employment permit on receipt of a notification, where it is satisfied that:

* the proposed employment is lawful
* the child’s health, welfare or ability to take full advantage of her/his education would not be jeopardised, and
* the child is fit to undertake the work for which s/he is to be employed

Before issuing an employment permit a local authority may require a child to have a medical examination. The employment permit will state:

* the name, address and date of birth of the child
* the hours and days on which the child is to be employed, the occupation in which the child is to be employed, details of the task involved and the place of employment

A child may be employed only in accordance with the details shown on her/his employment permit. A local authority may amend a child’s employment permit from time to time on the application of an employer. The local authority may at any time revoke a child’s employment permit if it has reasonable grounds to believe:

* that the child is being unlawfully employed, or
* that her/his health, welfare or ability to take advantage of her/his education are suffering or likely to suffer as a result of the employment

The employer must produce the child’s employment permit for inspection when required to do so by an authorised officer of the authority or a police officer.