



Please complete this form clearly in **BLOCK LETTERS**. All details must be provided.
 Any delay in the return of this form may make the employment illegal

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C					

Part A – Employer’s application – to be completed by the Employer

Full name of child: _____

Date of birth: _____ Age: _____
 (No child under the age of 13 shall be employed)

Child’s address _____

Town:	County:
Postcode:	Tel no:
	Mobile:

School attending _____

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Trade name of employer _____

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Nature of trade or business _____

Place at which child will be employed _____
 (if different from trading address)

Trading address _____

Town:	County:
Postcode:	Tel no:

Days and hours of child’s employment

A	Schooldays	from	am	to	am
		from	pm	to	pm
B	Sundays	from	am	to	am
		from	pm	to	pm
C	Saturdays	from	am	to	am
		from	pm	to	pm
D	School Holidays	from	am	to	am
		from	pm	to	pm

Please note: Employment during term time may not exceed 12 hours per week (Mon-Sun). During school holidays hours of employment may not exceed 25 hours per week (Mon-Sun) at 13 and 14 years of age or 35 hours per week (Mon-Sun) at 15 and 16 years of age.
 No child may be employed before 7:00am or after 7:00pm
 No child may be employed for more than 2 hours on a Sunday

Child to be employed as (Job Title)
 (Please specify precise details of tasks with which the child will be involved)

Employer’s declaration
 I hereby make an application for a Work Permit for the above named child. I fully understand the conditions attached to the employment of the said child, including the need to undertake and provide the child’s parents with any information on any risks to the health and safety of their child whilst in my employment and details of steps taken to eliminate or minimise that risk. I confirm that the child’s Health & Safety Risk Assessment had been discussed with the child’s parent(s) &/or a copy of the assessment has been sent to the child’s parent(s)

Date: _____ Employer’s Signature: _____

Please note: Questions 1 to 6 **Must** be answered with 'Yes' or 'No' before the Authority can give consideration to issuing a Work Permit. If any of the questions are not answered the form will be returned.

Part B – Declaration to be completed by parent/guardian (please circle either Yes or No)

(1)	Is your son/daughter currently healthy?	Yes	No
(2)	Does he/she regularly attend school?	Yes	No
(3)	Has your child suffered any major illness or accident in the past three years? (if yes please give details below)	Yes	No
(4)	If 'Yes' is the proposed job likely to affect his/her health in any way?	Yes	No
(5)	Is your son/daughter receiving any medical treatment at present? If 'Yes' please give brief details and state whether or not the medical treatment is likely to affect his/her ability to do the proposed job	Yes	No
(6)	Does he/she currently have another job? If 'Yes' please give trade name and address of employer	Yes	No
(7)	Have you been advised of the result of your child's Health & Safety Risk Assessment carried out by his/her employer? (please see Employer's declaration on front of this form) If 'No' please contact your child's employer direct – Work Permits will not be issued until parent has confirmed receipt of Risk Assessment results.	Yes	No

I agree to this employment of my child

Date: _____

Signature of Parent/Guardian: _____

Part C – School Certificate

To enable consideration to be given to this application to issue a Work Permit for the child named overleaf please answer the following questions.

(1)	Is the date of birth overleaf correct?	Yes	No
(2)	If 'No' please state correct date of birth		
(3)	At what time does morning school commence?		
(4)	Will the employment as outlined overleaf be likely to have a detrimental effect on the child's education? If 'Yes' please comment briefly or, if preferred, write separately to the Principal Education Social Worker but endorsing this form to indicate that a report should be expected	Yes	No

Date: _____

Signature of Headteacher/Head of Year/Head of House: _____

Please Note: Occasionally the Local Authority may feel it appropriate for checks to be made with Children's Services – Social Care.

Additional Information: prohibited employment

No child of any age may be employed:

In a commercial kitchen; In telephone sales; to deliver alcohol, except in sealed containers; to deliver fuel oils; in the personal care of residents of any residential care home or nursing home unless under the supervision of a responsible adult; to collect or sort refuse; in any slaughterhouse/butcher's shop connected with the killing of livestock, butchery or the preparation of carcasses or meat for sale; in employment involving harmful exposure to physical, biological or chemical agents; to deliver milk; in work involving exposure to adult material or in situations which are for this reason otherwise unsuitable for children; 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 a cinema, theatre, discotheque, dance hall or night-club, except in connection with a performance given entirely by children, to collect money or to sell or canvas door to door, except under the supervision of an adult; 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.

Copies of the bye-laws relating to the employment of children may be obtained from the Support Services Officer at the address below.

When all parts of this form have been completed please return it to **Support Services Officer, Pupil & School Improvement, Children's Services, Dorset County Council, County Hall, Colliton Park, Dorchester, Dorset DT1 1XJ**
Telephone enquires: (01305) 224304