



Children and Young People's Service

**EMPLOYMENT OF SCHOOL CHILDREN
APPLICATION FORM**

When completed this form should be returned within 7 days of the commencement of employment of the child

TO BE COMPLETED BY THE PARENT OR GUARDIAN OF THE CHILD TO BE EMPLOYED

Name of Child Employed: Date of Birth:

Address:

Postcode:Home Tel. No: School:

Please tick 'YES' or 'NO' to the following:

YES

NO

1. Is your child under the care of a doctor, consultant etc?

2. Is your child prescribed medication on a regular basis?

If you have answered 'YES' to either of these questions, please give more details including the name and address of the doctor or consultant:

I certify that my son/daughterdoes not have any medical condition or disability that might affect his/her suitability for the proposed employment.

Signature of Parent/Guardian: Relationship to Child: Date:

Signature of Head Teacher (or their representative): Date:

Irrespective of the above declaration the Local Authority retains the right to insist, in certain circumstances, that a child has a medical examination to prove he/she is fit to work.

TO BE COMPLETED BY THE EMPLOYER

Name of Employer: Tel. No:

Business Address:

Postcode:Business:

Address of place child to be employed (if different from business address)

..... Post code : Tel. No:

Name of Manager/Supervisor:

Please complete details overleaf

EMPLOYMENT DETAILS

Child's job title: Date employment to commence:

Details of tasks child is to undertake:

HOURS AND DAYS OF WORK

School Days	Monday	Start Time	Finish Time.....
	Tuesday	Start Time	Finish Time.....
	Wednesday	Start Time	Finish Time.....
	Thursday	Start Time	Finish Time.....
	Friday	Start Time	Finish Time.....
	Saturday	Start Time	Finish Time.....
	Sunday	Start Time	Finish Time.....
	School Holidays	Start Time	Finish Time.....

YOUNG PERSON'S RISK ASSESSMENT AND CHILD PROTECTION

I have carried out a Young Person's Risk Assessment, which has been discussed with child's parent/guardian. I also confirm that the appropriate insurance cover is in place. I acknowledge my duty of care towards all young people in this employment. I will safeguard and promote their welfare and be mindful of those with whom they may come into contact during this employment and report any concerns to the telephone numbers below.

Signature of Employer:Date:

NOTE: EMPLOYERS ARE LEGALLY RESPONSIBLE TO ENSURE THAT THE ABOVE EMPLOYMENT IS IN ACCORDANCE WITH STATUTORY ENACTMENTS AND LOCAL AUTHORITY BYELAWS.

MAXIMUM HOURS TO EMPLOYMENT

- On a school day no child shall be employed for more than 2 hours. A child may work either for one hour between 7.00 am and 8.00 am and one hour between the end of the school day and 7.00 pm or 2 hours between close of school and 7.00 pm.
- On Saturdays and non school weekdays no child under the age of 15 years may be employed for more than 5 hours (at 15 years no more than 8 hours) and not before 7.00 am or after 7.00 pm. Must have a 1 hour break after working 4 hours
- In the school holidays no child under the age of 15 shall be employed for more than 25 hours a week (at 15 years no more than 35 hours) and not before 7.00 am or after 7.00 pm.
- No child shall be employed for more than 12 hours in any week that he/she is required to attend school.
- On Sundays no child shall be employed for more than 2 hours and not before 7.00 am or after 7.00 pm.
- No child shall be employed at any time in a year unless at that time he/she has had, or could still have, during a period in the year in which he/she is not required to attend school, at least two consecutive weeks without employment.

Copies of the Local Authority Byelaws are available for you to read at Pittwood House, Scunthorpe; Hewson House, Brigg; your local library and other community information points.

Please send completed application forms to Child Employment, Children and Young People's Service, North Lincolnshire Council, Hewson House, PO Box 35, Station Road, Brigg, DN20 8XJ. Tel. 01724 297235 or 297139

For Office Use Only:

Date received: Checks completed

Signature Date issued Employment Permit No.

Updated May 2008