**Education Welfare Service**

**Work Permit Application Form**

|  |  |
| --- | --- |
| **Employer Details** | |
| Name of Employer | Nature of Business |
| Address (including postcode): | |
| Contact Name | Tel No: |
| Fax No: | Email Address |
| Place at which child to be employed *(if different from above)* |  |
| Parent company address (including postcode) | |
| Tel. No |  |
| **Student details** | |
| Surname: | Forename(s) |
| Date of Birth | Age |
| Address (including postcode) | |
| School | Date due to leave |
| Occupation to be employed in | Start Date |

**Hours of Employment**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Term time | | | School holidays | | |
|  | Am  From – to | pm  From – to | Total | am  From – to | pm  From – to | Total |
| Monday |  |  |  |  |  |  |
| Tuesday |  |  |  |  |  |  |
| Wednesday |  |  |  |  |  |  |
| Thursday |  |  |  |  |  |  |
| Friday |  |  |  |  |  |  |
| Saturday |  |  |  |  |  |  |
| Sunday |  |  |  |  |  |  |
|  | **Total hours** |  |  | **Total hours** |  |  |

I certify that my child is medically fit to undertake this proposed employment and I hereby consent to my child being medically examined (if required) in connection with this proposed employment.

|  |  |  |
| --- | --- | --- |
| Signed  (*Parent/Guardian)* | Date | |
| Has a risk assessment (Management of Health & Safety at Work Regs 1999) been carried out? | Yes | No |
| Have the child’s parents been informed of the key findings and controls put in place? | Yes | No |
| Signed  *(Employer)* | Date | |

In my opinion the proposed employment will not render this child unfit to obtain maximum benefit from his/her education at school.

|  |  |
| --- | --- |
| Signed  (*Headteacher)* | Date |

**For office use**

|  |  |  |
| --- | --- | --- |
| Is permit authorised? | Yes | No |
| If so by whom? |  | |
| Date of issue |  | |
| Number |  | |

THIS PERMIT, IF GRANTED, WILL BE FORWARDED TO THE EMPLOYEE ON THE UNDERSTANDING THAT THE EMPLOYER AGREES TO ABIDE BY THE CONDITIONS AND BYELAWS

**HOURS OF EMPLOYMENT**

**(Children and Young Persons Act 1933 Section 18) (as amended)**

No child may be employed:

a. Before seven o’clock in the morning or after seven o’clock in the evening on any day; or

b. For more than two hours on any day on which he/she is required to attend at school; or

c. For more than two hours on any Sunday; or

d. For more than eight hours, or if he is under the age of fifteen years, for more than five hours in any day

* on which he is not required to attend at school, and
* which is not a Sunday or

e. For more than thirty five hours or, if he is under the age of fifteen years, for more than twenty-five hours in any week in which he is not required to attend at school; or

f. For more than four hours in any day without a rest break of at least one hour; or

g. At any time in a year unless at that time he has had, or still could have, during a period in the year in which he is not required to attend at school, at least two consecutive weeks without employment.

###### A CHILD OF ANY AGE MAY ONLY WORK UP TO A MAXIMUM OF TWELVE HOURS PER WEEK DURING THE WEEK HE/SHE IS REQUIRED TO ATTEND AT SCHOOL.

## Penalties

Section 21 of the Children and Young Persons Act 1933, as amended, provides, inter-alia, that if a person is employed in contravention of Section 18 of the Act, or of the provisions of any bye-law made thereunder, the employer and any other person (other than the person employed) to whose act or default the contravention is attributable shall be liable, on summary conviction, to a fine not exceeding Level 3 on the Standard Scale, (currently £1000).

**Data Protection**

**Privacy Statement**

The information you provide is being collected by Together for Families for the purpose of granting a work permit and will be retained until the young person’s 25th Birthday.

This information may also be shared with other professionals in conjunction with the nature of the request or enquiry. The data held relating to this area will be used for the provision of the service. This information will be held in a secure environment in accordance with the TFF data retention policy after which time it will be destroyed in a secure manner. If you wish to see what data we hold about you, or ask we rectify this data or erase the data you should contact the Child Employment Officer. A full copy of our Privacy Notice can be found at [www.cornwall.gov.uk/tffprivacynotice](https://www.cornwall.gov.uk/tffprivacynotice)

Please tick the box below to confirm you have read and understood this notice:

|  |  |
| --- | --- |
| Yes | No |

Please return the completed form to:

Child Employment | Performance License Officer  
Together for Families  
Room 38 | Information Centre  
39 Penwinnick Road  
St Austell | PL25 5DR