

**CHILDREN'S & JOINT COMMISSIONING SERVICES
EMPLOYMENT OF SCHOOL CHILDREN,
WORK PERMIT APPLICATION FORM (EMP1)**

Children and Young Persons Act 1933 to 1963
Hartlepool Borough Council Byelaws 1998
The Children (Protection at Work) (No. 2) Regulations 2000



Completed forms and passport style and size photo must be posted or emailed **WITHIN ONE WEEK** of employing a school child to the: Child Employment Officer, CETL, Brierton Lane, Hartlepool, TS25 4AF
Tel: (01429) 402728
Email: ChildEmployment&Licensing@hartlepool.gov.uk

ALL EMPLOYEES MUST BE AT LEAST 13 YEARS OLD

PART 1 - to be completed by person with parental responsibility

Name of Child: Age yrs. DOB:
Address: Postcode:
School: Form:.....
Permit number of any previous employment Male/Female.....

Parental Consent

I have no concerns regarding my child's health and am unaware of any medical reason which would prevent my child carrying out the proposed employment. I am also of the opinion that the proposed employment would not be detrimental to their education or health.

Name of Parent/Carer (Block Capitals)
Relationship to child:.....

Signature of Parent/Carer: _____ Date: _____

PART 2 - to be completed by Employer

A risk assessment has been carried out and a copy is available/enclosed

Hours of Employment: the exact times at which employment begins and ends should be clearly shown. (see employment booklet for hours children can work)

	Morning times		Afternoon times	
School days	am -	am	pm -	pm
School holidays	am -	am	pm -	pm
Saturdays	am -	am	pm -	pm
Sundays	am -	am	pm -	pm

Job role/duties:

I certify that such employment will not be prejudicial to the health or physical development nor render the employee unfit to obtain proper benefit from their education.

Name of Business
Business Address Tel.
Name of Employer (Block Capitals): Mr/Mrs/Miss
Place of Employment (if different from above)

Employer's Signature: _____ Date: _____

PLEASE NOTE:

There are restrictions on the types of jobs and hours which can be worked. Poor punctuality or poor school attendance can adversely affect a permit being issued or revoked. No pupil can work before 7am or after 7pm on any day (including school holidays and weekends)

13 and 14 years can work:

- 2 hours maximum per school day
 - 5 hours maximum on Saturday
 - 2 hours maximum on Sunday
 - 12 hours maximum per week in term time
 - 25 hours maximum per week in school holidays
- EMP13

15 and 16 years can work:

- 2 hours maximum per school day
- 8 hours maximum on Saturday
- 2 hours maximum on Sunday
- 12 hours maximum per week in term time
- 35 hours maximum per week in school holidays