



Part Time Employment of School Children

A passport sized photo should be sent with this application form and should be signed by the School. EHE pupils to be signed by a Parent

Name of child Date of Birth

Address Tel Number.....

School Email:

To be completed by the employer

Employer Tel Number

Address

Post Code:Work to be carried out

Address of Workplace

Exact times of working Schooldays (list days)

Saturdays and/or School holidays Sundays

Please tick this box to confirm that a risk assessment has been completed and given to the prospective employee, the parent and a copy attached to this form.

I am confident that the child's health will not be compromised by the type of work for which I am employing this child.

Signature of Employer Date

Contact name Email:

To be completed by the Parent/Carer

Please delete as appropriate

- 1 Is your child frequently ill and away from school? YES/NO
- 2 Are you worried about your child's progress at school? YES/NO
- 3 Will this job be harmful to your child's health? YES/NO (if YES, you should discuss with your GP)
- 4 I have received a copy of the Risk Assessment YES/NO

I declare that the above statements are true to the best of my knowledge and belief and that I have not withheld any material information and hereby consent to the employment of my child as detailed above

Signature of Parent/Carer Print name

To be completed by the school

School: Current attendance rate%

Note: work permits should not automatically be issued to pupils with attendance of less than 90%

I approve this application for to be employed as detailed above

Signature Email:

To be completed by Oxfordshire County Council

Work Permit approved by:

Work Permit issued:Date:

**Employment of School Age Children - A Summary of The Law
Children and Young Persons Act 1933 (and others)
Oxfordshire County Council Bye-Laws 1998**

Children are of compulsory school age until the last Friday in June of the school year in which they reach the age of 16 (usually Year 11)

IT IS ILLEGAL TO EMPLOY CHILDREN UNDER 13 YEARS OF AGE

Work is “Any work that is part of a business whether or not the person is paid”

All children below minimum school leaving age :

- need a work permit;
- can only ever work between 7am and 7pm;
- must have 2 weeks free from work each year;
- must not work more than 12 hours during any school week;
- can work a total of 2 hours on school days between 7.00 am and 8.00 am and after school until 7pm;
- can only work for 2 hours on a Sunday;
- must have a break of one hour after working 4 hours;
- at age 13 and 14 can work for 5 hours on a Saturday or on weekdays during holidays, but can only work for 25 hours per week during school holidays;
- at age 15 and 16, can work for 8 hours on a Saturday or weekdays during holidays, but can only work for 35 hours per week during school holidays;

At age 13, children can only do light work in the following areas :

- agricultural or horticultural work;
- delivering newspapers;

Please return this form to: Licensing Officer, Oxfordshire County Council, The County Attendance Team, Abbey House, Abbey Close, Abingdon, Oxon, OX14 3JD Tel: 01865 323513

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- shop work, including stacking shelves;
- hairdressing salons;
- office work;
- car washing;
- cafés and restaurants;
- riding stables;
- domestic work in hotels and other establishments offering accommodation

No child of any age may be employed :

- in a cinema, theatre, discotheque, dance hall or night club, (unless licensed to perform there);
- 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, except under the supervision of an adult;
- 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.

How we use your data

In this form, we ask for some personal information (such as name, address, postcode) in order to fulfil your request. This information is held securely and is only used to provide you with the service you have requested. Any processing of your information is carried out in line with the requirements of current data protection legislation. Further details about how we process personal data can be found in our [Privacy notice](#).

I agree with the above statement