

Application For a Child Employment Licence

The employer must apply, within 7 days of the child commencing employment, to the local authority where the employment will take place NOT necessarily where the child's parent/carer pays their council tax



Child employment regulations relate to children from 13 years to the end of compulsory school age. A child remains of compulsory school age until the last Friday of June in the academic year in which they reach the age of 16 years

1) Personal Details

Full Name of Child: _____

Date of Birth: ____/____/____

Sex: Male / Female (*Circle as appropriate*)

Age: _____ Parent/Carer Telephone: _____

Address: _____

Post Code _____

2) School Details

School: _____

Year: ____ Head of Year: _____ Telephone: _____

3) Employment Details

Name of Company: _____

Type of Business: _____

(Circle as appropriate)

Full name of Employer/Agent/Manager: _____

Company Address: _____

Post Code _____

Telephone: _____

Email (*permits will be emailed where possible*): _____

4) Work Details

Describe exactly what work the child would be undertaking

HOURS OF WORK (Children must have at least 2 consecutive weeks holiday per year)

School Days

On school days employment shall be limited to a maximum of two hours a day:
no earlier than 7am and no later than 7pm.
No child may work more than 12 hours in a school week.

Saturdays and School Holidays

- a) A child aged **13 or 14** years may be employed for a **maximum of 5 hours (WITH A BREAK OF 1 HOUR AFTER 4 HOURS WORKED)** per day subject to a **maximum of 25 hours per week**
- b) A child aged **15 or 16** years may be employed for a **maximum of 8 hours (WITH A BREAK OF 1 HOUR AFTER 4 HOURS WORKED)** per day subject to a **maximum of 35 hours per week**

Sundays

Employment of children shall be limited to two hours between 7am and 7pm (any time of year)

Please complete the hours the child would be working

1. Do you require the named child to work on a shift rota? (not necessarily the same day every week) **YES / NO**
2. Do you anticipate employing this child in school holidays? **YES / NO**

	DURING SCHOOL TERM 12 hours maximum per week for all children				DURING SCHOOL HOLIDAYS Max 25 hours per week – 13/14 year olds Max 35 hours per week – 15/16 year olds			
	A.M		P.M		A.M		P.M	
	FROM	TO	FROM	TO	FROM	TO	FROM	TO
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								

(1 hour break required after 4 hours of continuous work)

5) Other part time jobs

Does the child have any employment licenses issued by other local authorities for any other part time job(s) they currently have? If yes please give details of authority, issue date and name of company

Company name and address: _____

Authority: _____ Date of Issue: _____

NO CHILD UNDER THE AGE OF 13 MAY BE EMPLOYED

6) To the Parent

I confirm that the above details are correct to the best of my knowledge and belief and I consider him/her medically fit for work

I understand that I am responsible for safeguarding the welfare and health of my child and ensure that this employment will not be detrimental to his/her education.

Signed: _____ Name: _____ Date: ____/____/____

PLEASE ATTACH A CURRENT ATTENDANCE RECORD FROM SCHOOL

6) To the employee

I will maintain a valid Employers Liability Insurance Certificate

I have carried out a Risk Assessment, Health & Safety (Young Persons) 1996

I certify that I am the employer and to the best of my knowledge and belief the above details are correct. I understand that I must inform the authority, within one week of any changes to the hours/days that the child is employed, or if the child leaves my employment.

Signed: _____ Name: _____ Date: ____/____/____

Return the completed form preferably via email to:

child.licensing@stoke.gov.uk

Alternatively by post to:

Child Licensing
Ground Floor
Swann House
Boothen Road
Stoke on Trent
ST4 4SY

Tel: 01782 236398