



APPLICATION FOR A CHILD EMPLOYMENT WORK PERMIT

To be completed by the employer and returned within one week of the child's employment commencing to childemployment@walsall.gov.uk

I wish to employ the child named below and request the issue of an Employment Card in accordance with the provisions of the Council's Byelaws with respect to the employment of children.

This form must be completed by the EMPLOYER and counter-signed by the child's parent overleaf.

Full Name of Child: _____

Child Full Address: _____

Postcode: _____ Contact Telephone Number: _____

Child's D.O.B.: _____ Child's Current Age: _____

School Name: _____

Full Name of Employer/Agent: _____

Employer/Agent Full Address: _____

Postcode: _____ Contact Telephone Number: _____

Head Office Name and Address (if applicable) _____

Nature of Business: _____

Nature of Child's Duties (describe EXACTLY what work the child will do-see byelaws overleaf)

Hours of Work (See byelaws below) (Insert beginning and ending times)

It is the responsibility of the employer to ensure that the above details are supplied to the Education Authority within ONE Week of the child starting work

School Days		Saturdays		Holidays		Sundays	
From	To	From	To	From	To	From	To

The unlicensed employment of children of compulsory school age is an offence.

I certify that the above details are correct and that I have carried out the required risk assessment under the Health and Safety (Young Persons) Regulations 1997.

Employers Name: _____

Signature: _____

Dated: _____

FOR OFFICE USE ONLY
Employment Card No:
Date Issued:

Please check that the parental declaration overleaf has been signed before returning this form

1998 Employment of Children Byelaws – Summary

These rules cover all children of compulsory school age who are employed in Walsall. The rules DO NOT end as soon as the child is 16 but apply until the last Friday in June in the school year, which he/she becomes 16. These rules apply to all work done for a commercial business, including the parent's own business, whether the child is paid for the work they do.

These rules do NOT apply to jobs like baby-sitting where there is no commercial employer involved.

AGE No child may be employed under the age of 13

WORK The kind of work children can do is very tightly controlled by national and local regulations. All work must be 'light duties' only and not interfere with the child's education.

Many kinds of work are prohibited to ALL children:

- Factories and any other 'industrial undertaking'
- The sale or delivery of alcohol (except in sealed containers)
- Betting and gaming (16-year-olds may sell National Lottery tickets)
- The preparation of food in any commercial kitchen (chip shop, burger bar, café, etc)
- Collecting money or canvassing door to door
- Work involving exposure to 'adult' material
- Telephone sales
- Fairgrounds and amusement arcades
- Personal care of residents in nursing homes etc
- Street trading

This is not the full list. If there is any question of the work being illegal, dangerous or otherwise prohibited, further information may be requested before a licence is issued.

HOURS There are also tightly defined and cannot be varied.

No child may work before 7:00am or after 7:00 pm on ANY day (including school holidays). A child may work no more than 4 hours without a break.

On school days:

- A child may work a maximum of 2 hours; either 2 hours after school (before 7:00 pm)
- Or one hour before school (after 7:00am) and one hour after school (before 7:00 pm)

On Saturdays / School Holidays:

- Children aged 13/14 can work up to 5 hours a day (maximum 25 per week)
- Children aged 15/16 can work up to 8 hours a day (maximum 35 per week)

On Sundays:

- A child may only work a maximum of 2 HOURS between 7:00 am and 7:00 pm

A child who works the whole year must have a two-week consecutive break at either Easter or in the summer.

COPIES OF THE FULL BYELAWS ARE AVAILABLE ON REQUEST. THIS IS NOT A COMPLETE STATEMENT OF THE LAW, ONLY A SUMMARY.

PARENT DECLARATION (to be signed in all cases)

I confirm that the child named overleaf is aged 13 or over and that the date of birth is correct. I am aware of the nature of the proposed employment. I consent to him/her being employed as indicated and considered him/her medically fit to work. (if you are unsure, consult your family doctor first).

Signed _____ Date _____
Name _____ Relationship to Child _____

Note: 'Parent' includes any person who has for the time being parental responsibility for the child within the meaning of Sec 3 of The Children Act 1989.

Please complete this form to apply for Child Employment. Walsall Council will not use or share your information for any other purposes outside of our public functions, tasks and statutory requirements, without obtaining appropriate consent. Walsall Council will only ever create, use, store and or share your data in accordance with the data protection regulations and conditions for processing as set out in our privacy statement(s) which are available on our website.

If you would like to find out more about how we use your personal data, your rights under Data Protection Legislation or want to see a copy of information about you that we hold, please see our subject access guidance available on our website.