

# Child Employment Application Form



Nottingham  
City Council

# For completion by parent/carer

## Child's details

Surname: .....

Forenames: .....

Address: .....

.....

.....

Home telephone: .....

Ethnicity: ..... Gender: .....

Date of birth: ...../...../..... Age: .....

Name of school: .....

Name and address of family doctor: .....

.....

.....

## Declaration by parent/carer

I declare that I consider the child named above to be fit to undertake the employment detailed overleaf and do not believe that it will affect his/her health. I give my permission for such employment to be carried out subject to the Nottingham city Council Bye-Laws governing the employment of children.

Where it is considered necessary I authorise the School Nurse to seek information from the family doctor named above.

Signed: ..... Relationship to child: .....

Full Name (please print) [Mr. / Mrs. / Miss / Ms / Dr / Other]

.....

Date: ...../...../.....

Telephone number: .....

Email address: .....

Copies of the Council Bye-Laws together with leaflets for employers, children and their parents or carers can be obtained from Nottingham Children's Services or city contact point.

## For completion by employer

Full name and address of employer:

.....  
.....  
.....

Contact Person .....

Telephone number: .....

Email address: .....

Place of employment if different from above:

(For newspaper distribution please state locality in which delivery will take place)

.....

Please give details of the tasks to be undertaken

HOURS	SCHOOL DAYS			SCHOOL HOLIDAYS		
	a.m.	p.m.	Total Hours	a.m.	p.m.	Total Hours
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

The hours to be worked must be in accordance with the bye-laws as set out below

### During term time

No child may work for more than 12 hours in any one week.

On school days children may be employed:

- A) For up to one hour before school and up to one hour after school as long as the employment is not before 7.00a.m or after 7.00p.m.

Or

B) For up to 2 hours after school as long as the employment ceases by 7.00p.m.

Saturdays: children who are 13 and 14 years of age may work up to a maximum of 5 hours per day. Children of 15 years of age and over may work up to a maximum of 8 hours per day.

No child may work for more than 4 hours without a break of at least 1 hour.

Sundays: no child may work for more than 2 hours between 7.00a.m and 7.00p.m.

### During school holidays

13 and 14 year olds: may be employed for up to 5 hours per day subject to a maximum weekly limit of 25 hours.

15 and 16 year olds: may be employed for up to 8 hours per day subject to a maximum weekly limit of 35 hours.

No child may work for more than 4 hours without a break of at least 1 hour.

Every child must have 2 consecutive weeks without employment at a time when he/she is not required to attend school

### Declaration by employer

I, the prospective Employer, hereby make application for permission to employ the above named child in accordance with the foregoing particulars. I confirm that I have carried out a risk assessment of the employment and consider that the child's health and safety will not be placed at risk by this employment.

Signed: ..... Date: ...../...../.....

Full Name (please print): .....

Position in company: .....

# Child employment risk assessment

(To be completed by the prospective employer)

Company Name: .....

Address:

.....  
.....  
.....

Child's Name: .....

Childs DOB: ...../...../.....

List the hazards that would be faced by the young person in your employment:

.....  
.....  
.....

List controls in place to deal with the above hazards:

.....  
.....  
.....

List action to be taken to deal with those hazards that are at present not adequately controlled:

.....  
.....  
.....

Assessment undertaken

Date: ...../...../..... Signature: .....

Assessment review

Date: ...../...../..... Signature: .....

## The 4 steps to assessing risk in the workplace

- 1) Look for hazards
- 2) Evaluate the risks deciding whether the existing precautions are adequate or should be amended.
- 3) Record your findings and keep on file.
- 4) Review your assessment periodically and revise when necessary.

In the case of compulsory school age employees, you need to pay particular attention to the young person's lack of experience, training and supervision needs in the workplace.

You are required to notify their parents or legal guardians that a risk assessment has taken place. The simplest way to do this would be to take a copy of the risk assessment.

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For office use only

Verified by: .....

Date: .....

Permit number: .....

Date issued: .....