



**Wandsworth Borough Council  
Education Welfare Service  
Employment Permit Application Form**  
*(Children & Young Persons Act 1933 as amended by  
The Children Act 1989 and Local Authority By-Laws)*

Please attach a  
passport size  
photograph of the  
prospective  
employee here

| PART 1 (to be completed by Employer) |             |               |                  |
|--------------------------------------|-------------|---------------|------------------|
| Name of Employer:                    |             | Child's Name: |                  |
| Title:                               | First name: | Surname:      | Child's Address: |
| Nature of Business and Address:      |             |               | D.O.B.:          |
| Tel No.:                             |             |               |                  |
| Start Date:                          |             |               | School:          |
| Nature of Work:                      |             |               |                  |
| Place of Work:                       |             |               |                  |

| SCHEDULE OF EMPLOYMENT                              |      |    |                       |      |    |  |    |                       |      |    |  |  |  |
|---|------|----|-----------------------|------|----|--|----|-----------------------|------|----|--|--|--|
| 1 hour break required after 4 hours continuous work |      |    |                       |      |    |  |    |                       |      |    |  |  |  |
| DURING SCHOOL TERM                                  |      |    |                       |      |    | DURING SCHOOL HOLIDAYS   |    |                       |      |    |  |  |  |
| 12 hours maximum in a school week                   |      |    |                       |      |    | Aged 13/14 - 25 hours maximum a week<br>Aged 15/16 - 35 hours maximum a week |    |                       |      |    |  |  |  |
|   | FROM | TO | L<br>U<br>N<br>C<br>H | FROM | TO | FROM   | TO | L<br>U<br>N<br>C<br>H | FROM | TO |  |  |  |
| MONDAY  |      |    |                       |      |    |  |    |                       |      |    |  |  |  |
| TUESDAY   |      |    |                       |      |    |  |    |                       |      |    |  |  |  |
| WEDNESDAY   |      |    |                       |      |    |  |    |                       |      |    |  |  |  |
| THURSDAY  |      |    |                       |      |    |  |    |                       |      |    |  |  |  |
| FRIDAY  |      |    |                       |      |    |  |    |                       |      |    |  |  |  |
| SATURDAY  |      |    |                       |      |    |  |    |                       |      |    |  |  |  |
| SUNDAY  |      |    |                       |      |    |  |    |                       |      |    |  |  |  |

I hereby apply for an Employment Permit for the above named child to be employed as described above. I understand that I am required to carry out a RISK ASSESSMENT and confirm that this has been done. *Management of Health & Safety at Work Regulations 1999*

**DECLARATION** – I also declare that to the best of my knowledge, the above information is true. I understand that I would be liable to prosecution if I wilfully stated in this application anything which I know to be false or did not believe to be true, or if I employed the child in breach of any Enactment, Regulation or By-Law relating to the employment of children of compulsory school age.

|                        |             |
|------------------------|-------------|
| SIGNATURE OF EMPLOYER: | PRINT NAME: |
| POSITION IN COMPANY:   | DATE:       |

**PART 2 (to be completed by parent / legal guardian)**

I confirm that, in my opinion, the above job would not jeopardise my child's health, welfare or ability to take full advantage of her/his education. I thereby give my permission for this employment.

|                                     |             |       |
|-------------------------------------|-------------|-------|
| SIGNATURE OF PARENT/LEGAL GUARDIAN: | PRINT NAME: | DATE: |
|-------------------------------------|-------------|-------|

**PLEASE RETURN COMPLETED FORM TO Education Welfare Service, Wandsworth Borough Council, 4<sup>th</sup>  
Floor THE, Wandsworth High Street, London, SW18 2PU  
Tel: 020 8871 8306 Email: [childworkpermits@wandsworth.gov.uk](mailto:childworkpermits@wandsworth.gov.uk)**

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**EMPLOYMENT means: “assistance in any trade or occupation which is carried on for profit, whether or not payment is received for that assistance.”**

**NO CHILD IS ALLOWED TO WORK IF THEY ARE AGE 12 OR UNDER**

## PROCEDURE

**Within 1 week of employing a child, the EMPLOYER must send to the authority written notification in the form of an Employment Permit Application Form.**

1. **PART 1** – to be completed, signed and dated by the Employer.
2. **PART 2** - to be completed, signed and dated by the Parent/Legal Guardian.
3. Completed form to be returned to Education Welfare Service, Wandsworth Borough Council, 4<sup>th</sup> Floor THE, Wandsworth High Street, London, SW18 2PU.
4. Where, on receipt of the Employment Permit Application Form, the local authority is satisfied that the employment is lawful, the child's health, welfare or ability to take full advantage of his/her education would not be jeopardised and that the child is fit to undertake the work for which he/she is to be employed 2 Employment Permits will be issued. 1 for the child and 1 for the Employer's records.
5. The Employment Permit will state the details from the Employment Application Form. The child may only be employed in accordance with these details.
6. If there are any changes to Part 1, the Employer must contact the local authority to amend the Permit.
7. The local authority may also, at any time, revoke a child's Employment Permit if it believes that the child is being unlawfully employed, or that his/her health, welfare or ability to take advantage of his/her education are suffering or likely to suffer as a result of being employed.
8. The child & employer must produce the Employment Permit for inspection when required to do so by an authorised officer of the local authority or a police officer.

## PERMITTED EMPLOYMENT OF CHILDREN AGED 13 ONLY

**A child aged 13 may not be employed except in light work in one or more of the following:** agricultural or horticultural work, delivery of newspapers, journals & other printed material, shop work, including shelf stacking, hairdressing salons, office work, car washing by hand in a private residential setting, in a café or restaurant, in riding stables, domestic work in hotels and other establishments offering accommodation.

## PROHIBITED EMPLOYMENT – all children

**No child of any age may be employed:** in a cinema, theatre, disco, dance hall or night club, except in connection with a performance given entirely by children, to sell or deliver alcohol, 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, 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, in the personal care of residents of any residential care home or nursing home.

### HOURS OF WORK

#### BREAKS – minimum 1 hour after 4 hours continuous work

| TERM TIME   | HOLIDAY TIME  |
|---|---|
| Between 7 am and 7 pm Monday to Sunday<br><b>ALL AGES – Max. 12 hrs per 7 day term time week*</b><br><u>Within the following:</u><br>1 hour before school & 1 hour after school between 7 & 8.30 am & between end of school day & 7 pm <b>OR</b> 2 hours between end of school day & 7 pm<br><b>SATURDAY 5 hrs max. Age 13/14</b><br><b>8 hrs max. Age 15/16</b><br><b>SUNDAY 2 hrs max. all ages</b> | Between 7 am and 7 pm Monday to Sunday<br><b>Total hours per 7 day week</b><br><b>Aged 13/14 Max. 25 hrs per week</b><br><b>Aged 15/16 Max 35 hrs per week</b><br><b>SATURDAY 5 hrs max. Age 13/14</b><br><b>8 hrs max Age 15/16</b><br><b>SUNDAY 2 hrs max. all ages</b> |

#### COMPULSORY SCHOOL LEAVING AGE

**NOTE: A child remains of compulsory school age until the last Friday in June in the academic year in which they reach the age of 16 years.**