



Lambeth

EMPLOYMENT OF CHILDREN & YOUNG PERSONS London Borough of Lambeth

(CHILD & YOUNG PERSONS ACT 1933 AS AMENDED BY THE CHILDREN ACT 1989 AND LOCAL AUTHORITY BYLAWS)

WORK PERMIT APPLICATION FORM

PLEASE RETURN COMPLETED FORM TO:
CHILD EMPLOYMENT TEAM
10TH FLOOR, INTERNATIONAL HOUSE,
CANTERBURY CRESCENT, LONDON, SW9 7QE
TEL: 020 7926 9503/0207 926 9610
EMAIL: childemploymentteam@lambeth.gov.uk

Please attach *two* original passport photographs taken within the last six months.

Please do not glue or tape, these photographs will be attached to the work permit

PLEASE FILL OUT THIS FORM USING BLOCK CAPITALS

PART ONE: TO BE COMPLETED BY EMPLOYER

I hereby give notice that I intend to employ the child whose details appear below

Full Name of Child			Date of Birth	d	d	m	n	y	y	y	y
Full Name of Employer	Title	Forename	Surname								
Trading As											
Address of Employer											
Telephone Number of Employer											
Email Address of Employer											
Nature of Business											
Nature of Work proposed											
Address where child will be employed (if different from above)											
Start Date											

RESTRICTIONS OF EMPLOYMENT OF CHILDREN AGED 13 AND OVER

No child may be employed under 13 years of age.
The bylaws apply to any child of 13 years until the date when he or she is no longer legally obliged to receive education
For Year 11 pupils there is now only one school leaving age which is the last Friday in June each year. This is known as the Mandatory School Leaving Age (MSLA) in the UK. Children up to the MSLA can only be employed if they have been issued with an Employment Permit
When the Department for Work & Pensions (DWP) have issued a National Insurance number, this should not be taken to imply that the child is then eligible to work full time
No child may be absent from school for the purpose of employment
If a child helps with any business which is carried out for profit, even if they receive no payment, they are still deemed to be employed. Employer must check that the child's date of birth is accurate.
On school days, children may work between 0700 and 0800hrs and from the end of the school day until 1900hrs. They can work for a maximum of 2 hours on a school day.
On Saturdays and during school holidays, children can be employed between the hours of 0700 and 1900hrs. Children under the age of 15 years can work for a maximum of 4 hours per day (20 hrs per week). Children aged 15+ can work for a maximum of 8 hours per day (30hrs per week).
On Sundays, child can only be employed between 0700 and 1000hrs for a maximum of 2 hours.



EMPLOYMENT OF CHILDREN & YOUNG PERSONS London Borough of Lambeth

(CHILD & YOUNG PERSONS ACT 1933 AS AMENDED BY THE CHILDREN ACT 1989 AND LOCAL AUTHORITY BYLAWS)

Proposed Employment Timetable <i>Please refer to the restriction shown on page 1</i>						
	School Term Time			School Holidays		
	<i>Start</i>	<i>Finish</i>	<i>Hours</i>	<i>Start</i>	<i>Finish</i>	<i>Hours</i>
<i>Monday</i>						
<i>Tuesday</i>						
<i>Wednesday</i>						
<i>Thursday</i>						
<i>Friday</i>						
<i>Saturday</i>						
<i>Sunday</i>						

With the above daily limits, a child's weekly total of working hours may not exceed 20 per week or 30 per week if over 15 years of age.

DECLARATION TO BE SIGNED BY THE EMPLOYER

I understand that a child employment permit, if granted, would:

Not give any authority to employ the said child except within accordance to any Enactment, Regulation or Bylaw relating to the employment of children of compulsory school age

Only permit the child to be employed for the times and category of employment referred to in this application

Not be transferable, either to any other type or class of employment, or to any other child

I hereby declare that to the best of my knowledge, the above information is true. I have completed a risk assessment and notified the child's parent/guardian of any risks associated in respect of his/her employment, and what steps I shall be taking to reduce them. 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 bylaw relating to the employment of children of compulsory school age.

SIGNED	
PRINT NAME	
DATE	
POSITION IN COMPANY	



Lambeth

EMPLOYMENT OF CHILDREN & YOUNG PERSONS London Borough of Lambeth

(CHILD & YOUNG PERSONS ACT 1933 AS AMENDED BY THE CHILDREN ACT 1989 AND LOCAL AUTHORITY BYLAWS)

PART TWO: TO BE COMPLETED BY THE PARENT OF THE CHILD (SEE NOTE 2 BELOW)

Full Name of Child		Date of Birth	d	d	m	n	y	y	y	y
Child's Address										
Parent Telephone number:										
Parent Email Address										
Details of any ailments or illnesses and treatments that the child has had over the past twelve months: (see note 3 below)										

DECLARATION TO BE SIGNED BY THE PARENT

I support the application for a child employment permit in respect of my child named above, I hereby declare that to the best of my knowledge, that 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 it led to the employment of my child in breach of any enactment, regulation or bylaw relating to the employment of children of compulsory school age.

SIGNED	
PRINT NAME	
DATE	
RELATIONSHIP TO CHILD	



Lambeth

EMPLOYMENT OF CHILDREN & YOUNG PERSONS London Borough of Lambeth

(CHILD & YOUNG PERSONS ACT 1933 AS AMENDED BY THE CHILDREN ACT 1989 AND LOCAL AUTHORITY BYLAWS)

PART THREE: TO BE COMPLETED BY THE SCHOOL

School Name and Address	
School Email Address	
School Telephone Number	

I declare that the childin respect of whom the application is made is a registered pupil at the school named above. I further declare that, in my opinion, the employment detailed in this form would not be detrimental to his/her education.

SIGNED	
PRINT NAME	
DATE	
POSITION IN SCHOOL	

Notes:

1. This form is to be returned to the Local Authority (LA) in whose area the child will be employed (please return to childemploymentteam@lambeth.gov.uk)
2. 'Parent' in relation to a child or young person includes any person a) who is not a parent of his but who has parental responsibility or b) who has care of him
3. On receipt of this application form by the LEA a medical certificate may be sought from the Area Health Trust or the child's general practitioner. There may be a charge for this service however; the LEA accepts no liability for any such payment.