

DIRECTORATE FOR CHILDREN AND YOUNG PEOPLE EMPLOYMENT OF PUPILS
The Children (Protection at Work) Regulations 1998 and 2000

• Please read the notes overleaf before completing this form.

APPLICATION FORM FOR A CERTIFICATE OF EMPLOYMENT

A. Name of Child Forename Surname Male Female
 Address
 Postcode
 Parents'/Guardians' Name Tel No
 School Year Group
 Age Date of Birth
 I hereby consent to my son's/daughter's employment (Signature)
 I have enclosed proof of my son's/daughter's age (✓) Date

B. Proposed Employer's Name
 Business/Address
 Telephone Number
 Address where the child is employed if different from the employer's address

Description of Employment

	TERM-TIME					HOLIDAY-TIME						
	From am	pm	To am	pm	Break	Total Duration	From am	pm	To am	pm	Break	Total Duration
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												
Saturday												
Sunday												

Relevant insurance cover is provided covering the employment of this child.

* I have assessed the risk factors involved in the work to be undertaken by this child (under Articles 6 & 7 of the EC Directive on the Protection of Young People at Work (94/33/EC) and have duly taken these into account in making this application, and have made the findings of this assessment known to the parent/guardian. I will ensure that suitable clothing and footwear are worn by the young person.

Signed Date
 Print Name

STATEMENT OF MEDICAL FITNESS

C. I certify that the above mentioned employment will not, in my opinion, be prejudicial to my child's health/psychological development and will not render him/her unfit to benefit from his/her education. I understand that, in some circumstances, a medical examination may be required by the Local Authority.

Parent/Guardian Date

NOTE: The maximum number of hours that a young person may work in term-time is 12 per week. All employers are obliged to acquaint themselves with the Bye-Laws and the accompanying notes and should consult their local Child Employment and Entertainment Officer if in doubt.

*NB Any visits made to your premises by LA Officers in connection with the licensing of young persons will **NOT** constitute an assessment of your workplace.

SOME NOTES TO HELP YOU FILL IN THIS FORM

1. An application form for a Certificate of Employment must be completed for every pupil of compulsory school age who is considering employment. A child is of compulsory school age until the date they are officially allowed to leave school. This is **not** their 16th birthday or when they receive their National Insurance number. The official school leaving date for **all** children in England and Wales is the last Friday in June.
2. No pupil under the age of 13 can be employed.
3. The type of employment and hours to be worked are strictly regulated. A brief summary of the main restrictions can be found on the opposite page of this application form.
4. **Section A**
This section must be completed in full by the parent or guardian of the pupil considering employment.
5. **Section B**
This section must be completed by the prospective employer, and must give specific details of the nature of employment and the actual hours to be worked.
6. **Section C**
Must be completed by the parent or guardian and duly signed before return.
7. The completed application form should be submitted by the employer to your local Child Employment and Entertainment Officer in whose geographical area the proposed employment is to take place, within one week of the young person starting work. **Attached must be a copy of any documentation which would verify the pupil's identity and date of birth** – office addresses are given overleaf.

Keep this page – this information will help you if you need to contact your Child Employment and Entertainment Officer

SUMMARY OF RESTRICTIONS RELATING TO THE EMPLOYMENT OF CHILDREN

It should be noted that the lists below do not provide a comprehensive statement of the law relating to the employment of children and are intended for guidance only.

Prohibited employment

No child of any age may be employed:

- (a) in a cinema, theatre, discotheque, dance hall or night club, exception in connection with a performance given entirely by children;
- (b) to sell or deliver alcohol, except in sealed containers;
- (c) to deliver milk;
- (d) to deliver fuel oils;
- (e) in a commercial kitchen;
- (f) to collect or sort refuse;
- (g) 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;
- (h) in employment involving harmful exposure to physical, biological or chemical agents;
- (i) to collect money or to sell or canvass door to door;
- (j) in working involving exposure to adult material or in situations which are for this reason otherwise unsuitable for children;
- (k) in telephone sales;
- (l) 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;
- (m) as an attendance 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;
- (n) in the personal care of residents of any residential care home or nursing home.

Permitted employment of children aged 14 and over

A child aged 14 or over may be employed only in light work.

Permitted employment of children aged 13

A child aged 13 may not be employed except in light work in one or more of the following specified categories:

- (a) agricultural or horticultural work;
- (b) delivery of newspapers, journals and other printed material;
- (c) shop work, including shelf stacking;
- (d) hairdressing salons;
- (e) office work;
- (f) car washing by hand in a private residential setting;
- (g) in a café or restaurant;
- (h) in riding stables; and
- (i) domestic work in hotels and other establishments offering accommodation.

Additional conditions

No child may be employed in any work unless the employer ensures that suitable clothes and footwear are worn.

Hours of employment

Subject to the statutory provisions and the provisions of these Bye-Laws no child shall be employed:

- (a) before seven o'clock in the morning or after seven o'clock in the evening on any day or;
- (b) for more than two hours on any day on which he/she is required to attend school; or
- (c) for more than two hours on any Sunday; or
- (d) for more than eight hours or, if he/she is under the age of 15 years, for more than five hours in any day on which he/she is not required to attend school and which is not a Sunday; or
- (e) for more than 35 hours or, if he/she is under the age of 15 years, for more than 25 hours in any week in which he/she is not required to attend school; or
- (f) for more than 12 hours in any week in which he/she is required to attend school; or
- (g) for more than four hours in any day without a break of one hour; or
- (h) at any time in a year unless at that time he/she has had, or could still have, during a period in the year in which he/she is not required to attend school, at least two consecutive weeks without employment.

WHERE CAN YOU OBTAIN FURTHER INFORMATION FROM

The part-time employment of pupils in Lancashire is governed by the County Council's Employment of Children Bye-Laws. Copies of the Bye-Laws, and further information relating to the part-time employment of pupils, can be obtained from your local Child Employment and Entertainment Officer at the following addresses. Enquiries should be directed to the office in whose geographical area the employment takes place.

LANCASTER/WYRE

Directorate for Children and Young People, Education Office North, White Cross,
Quarry Road, Lancaster LA1 3SQ
Telephone: 01524 585871

PRESTON/FYLDE/SOUTH RIBBLE

Directorate for Children and Young People, Area Education Offices, Joint Divisional Office, East
Cliff,
Preston PR1 3JT
Telephone: 01772 531799

WEST LANCASHIRE/CHORLEY

Directorate for Children and Young People, Education Support Centre, Union Street,
Chorley PR7 1EB
Telephone: 01257 517344

HYNDBURN/RIBBLE VALLEY/ROSSENDALE/BURNLEY/PENDLE

Directorate for Children and Young People, Social Care Services, 2A Market Place
Colne BB8 0HY
Telephone: 01282 470616