

**APPLICATION FOR A YOUNG PERSONS WORK PERMIT - (Form EC1) 06/12**  
 CHILDREN AND YOUNG PERSONS ACT, 1963 AND EDUCATION ACT 1996

**COMPLETE BOTH SIDES OF THIS FORM IN BLOCK CAPITALS AND RETURN WITHIN 7 DAYS TO THE ADDRESS BELOW:**

**1. DETAILS OF CHILD (minimum age 13 years) - (To be completed by parent/guardian)**

NAME OF CHILD: \_\_\_\_\_ DOB: \_\_\_\_\_ AGE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TOWN: \_\_\_\_\_ POSTCODE: \_\_\_\_\_ TEL: \_\_\_\_\_

SCHOOL CHILD ATTENDING: \_\_\_\_\_ Year: \_\_\_\_\_

Does your child currently have another part time job? YES/NO. If YES please give the employers name and address details here: \_\_\_\_\_

**2. DETAILS OF EMPLOYMENT – (To be completed by employer)**

BUSINESS NAME: \_\_\_\_\_ TEL: \_\_\_\_\_

EMPLOYERS ADDRESS: \_\_\_\_\_

TOWN: \_\_\_\_\_ POSTCODE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

EMPLOYERS BUSINESS: \_\_\_\_\_

JOB TITLE & DUTIES OF CHILD: \_\_\_\_\_

PLACE OF EMPLOYMENT OF CHILD (if different from above): \_\_\_\_\_

**DAYS AND HOURS OF EMPLOYMENT** **Note:** Exact times of employment must be stated. A permit cannot be issued if exact hours of work are not specified i.e. putting 'max. 2 hours per day' will not be accepted. A young person can work for a *maximum 12 hours per week\* during term time.*

SCHOOL DAYS	From (am)	To (am)		From (pm)	To (pm)	Total Hrs
Monday			L			
Tuesday			U			
Wednesday			N			
Thursday			C			
Friday			H			
Saturday						
Sunday						
<b>TOTAL Hours/Week*</b>						<b>= _____</b>

HOLIDAYS	From (am)	To (am)		From (pm)	To (pm)	Total Hrs
Monday			L			
Tuesday			U			
Wednesday			N			
Thursday			C			
Friday			H			
Saturday						
Sunday						
<b>TOTAL Hours/Week</b>						<b>= _____</b>

**RETURN TO:**

Child Employment, Attendance Support Team, Education & Corporate Parenting  
 Shropshire Council and Telford & Wrekin Council  
 6 Darby House, Telford, Shropshire TF3 4JA  
 Tel: (01952) 385223: Email: [child.employment@telford.gov.uk](mailto:child.employment@telford.gov.uk)

**EMPLOYMENT** means "assistance in any trade or occupation which is carried out for profit, whether or not payment is received for that assistance".

## **NO CHILD UNDER '13' YEARS MAY BE EMPLOYED**

### **Definition of 'Child'**

For the purpose of the Byelaws the expression 'child' means a person who is of compulsory school age. Children who have their 16<sup>th</sup> birthday during a period starting 1<sup>st</sup> September and ending 31<sup>st</sup> August, can leave school on the last Friday of June in that period. This is the date when these children stop being of compulsory school age.

### **Regulation of 'Employment'**

A child aged 13 may be employed in light work only in one of the following: agricultural or horticultural work; delivery of newspapers, journals and other printed material; shop work (including shelf stacking); hairdressing salons; office work; kennels or catteries; in a café or restaurant (but not in the kitchen) or in riding stables. A child 14-16 may be employed in light work in a wider variety of jobs.

### **PROCEDURES: Within 7 days of employing a child, the employer must send to the Local Authority a completed Work Permit Application Form (Form EC1):**

The Employer must complete, sign and date the EC1 form.

The Parent/Guardian must complete, sign and date the EC1 form.

Completed EC1 forms are to be returned to the address on the front of this form.

On receipt of the EC1, the Attendance Support Team will satisfy itself that, the employment, if lawful, the child's health, welfare or ability to take full advantage of his/her education will not be jeopardised; and, that the child is fit to undertake the work for which he/she is employed, a work permit will be issued.

### **PERMITTED HOURS OF EMPLOYMENT** – These hours are clearly defined by Law and cannot be varied.

No child may work before 7 am or after 7 pm on **ANY** day (including weekends and school holidays).

#### **School Day: (maximum 12 hours per week)**

A child may work for up to 2 hours within the period of 7 am and the beginning of school, and between the end of school and 7 pm, but for no more than 1 hour before school begins.

#### **Saturday:**

Children aged 13/14 can work up to 5 hours per day.

Children aged 15/16 can work up to 8 hours per day.

#### **Sunday: (including school holidays)**

Children may only work 2 hours between 7 am and 7 pm

#### **School Holidays:**

Children aged 13/14 can work up to 5 hours per day (maximum 25 hours per week)

Children aged 15/16 can work up to 8 hours per day (maximum 35 hours per week)

(No child may work more than 4 hours without a rest break of 1 hour)

#### **The Local Authority may at any time refuse or revoke a child's work permit if it believes that:**

- a) the child's health, welfare or education is suffering or likely to suffer as a result of employment;
- b) the child is being unlawfully employed.

***An employer and any person (other than the child) who employs or knowingly allows a child to be employed in contravention of any Regulations or Local Authority Byelaws is guilty of an offence and liable to prosecution.***

### **Employer Declaration**

I **confirm** that an appropriate risk assessment has been carried out and the parent/guardian has been informed of any risks and control measures, as required under **Health & Safety (Young Persons) Regulation 1997**;

I **certify** that I am the employer. I understand that I must inform the authority, within 7 days of any changes to the hours/days that the child is employed, or if the child leaves the employment;

I **declare** that the employment details overleaf are correct and that they conform with employment legislation and Telford & Wrekin Council and/or Shropshire Council Byelaws;

I **will maintain** a valid employer's liability insurance certificate **Employers' Liability (Compulsory Insurance) Act 1969**

**Employers Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **Parent/Guardian Declaration**

I **consent** to the employment detailed overleaf and confirm that my child is medically fit to undertake this work and that it will not put at risk my child's health, welfare or ability to take full advantage of his/her education. I **confirm** that the employer has provided me with the information about the findings of the **RISK ASSESSMENT** undertaken and the control measures introduced to reduce any risk assessed. I **confirm** that my child is **aged 13 or over**, and that the date of birth is correct.

**Parent/Guardian Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**A work permit will only be issued subject to satisfactory school attendance.** Information provided may be shared with other relevant parties (**Data Protection Act 1998**).