**Applying for a Child**

**Employment Licence**

This form is to be used by employers who wish to employ any child of compulsory school age on a part-time basis out of school hours. In order to obtain the employment licence, please read the important notes below and complete the form overleaf as follows:

Part 1 – To be signed by the employer

Part 2 – To be completed and signed by the parent/carer

All sections must be completed in full and returned by the employer with a photocopy of the child’s birth certificate or passport (**no originals**), to child.licensing@bury.gov.uk or alternatively, by post to:

**Bury Council**

**Child Licensing Officer**

**Education Welfare Team**

**3 Knowsley Place**

**Duke Street**

**Bury BL9 0EJ**

If you have any questions, relating to children and part-time work, please contact the Licensing Officer on 0161 253 5693 or email child.licensing@bury.gov.uk

**Important Notes**

Children must be at least 13 years of age before they are allowed to begin work and will require a licence until the last Friday in June of the academic year in which they become 16 years of age.

EHE – *Please note that any child who is receiving Elective Home Education is still governed by the Child Employment Regulations and therefore cannot be employed (either paid or unpaid) during the school day*.

There are restrictions on the type of work that children of school age may undertake and a licence will only be issued if the child is working in an area of employment which is not prohibited.

Children may only work the following hours:

* Between 7:00am and 7:00pm, but not during school hours.
* At age 13/14 they can work up to 2 hours on a school day, up to 5 hours on a Saturday and up to 2 hours on a Sunday, but not more than a total of 12 hours during a school week (or 25 hours a week during school holidays).
* At age 15/16 they can work up to 2 hours on a school day, up to 8 hours on a Saturday and up to 2 hours on a Sunday, but not more than a total of 12 hours during a school week (or 35 hours a week during school holidays).
* A child may not work for more than 4 hours in any day without a rest break of one hour.

Completion of this form is the responsibility of the employer and parent/carer. Failure to ensure that a child who is working part-time has an employment licence may result in prosecution and fine of up to £1,000.

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| **PLEASE NOTE THAT OTHER LEGISLATION MAY PROHIBIT OR RESTRICT THE****EMPLOYMENT OF CHILDREN** |
| A copy of the local Bylaws and relevant information is available at [www.bury.gov.uk](http://www.bury.gov.uk) via the link to Child Employment. Further information can also be obtained from the Health & Safety Executive or the Local Authority Public Protection Offices. |

**Part 1 (Employer to complete)**

Name of business \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of proprietor/manager (delete as appropriate) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of work place \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job description (for child) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **I confirm that I have carried out a Young Person’s Risk Assessment as required under the Management of Health & Safety at Work Regulations 1999 and that this has been shared with the Parent/Carer**
* **I have current and appropriate Employer’s Liability Insurance**

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| --- | --- | --- |
|  | **DURING SCHOOL TERM**12 hours Maximum | **DURING SCHOOL HOLIDAYS**Max 25 hrs aged 13/14 and 35 hrs ages 15/16 |
|  | From | To | LUNCH | From | To |  | From | To | LUNCH | From | To |
| **Monday** |  |  |  |  |  |  |  |  |
| **Tuesday** |  |  |  |  |  |  |  |  |
| **Wednesday** |  |  |  |  |  |  |  |  |
| **Thursday** |  |  |  |  |  |  |  |  |
| **Friday** |  |  |  |  |  |  |  |  |
| **Saturday** |  |  |  |  |  |  |  |  |
| **Sunday** |  |  |  |  |  |  |  |  |
| **Employers should notify the Authority of any change in the nature, place or time of the** **employment and when the employment ends.** |

Signature of employer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part 2 (Parent/carer to complete)**

**Section A**

Name of child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent(s) Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of School attending \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year Group \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please enclose a **photocopy/photo** of your child’s birth certificate or passport.

Your child cannot be issued with a licence without this supporting information.

**Section B**

I certify that I am the parent/carer of the above named child and that they do not have any medical condition or disability which might affect his/her suitability for the proposed employment. I agree to an employment licence being issued on the understanding that I am satisfied that the child’s health and education will not suffer as a result of the proposed work and I will closely monitor the effects on the child of any work undertaken by him/her.

Name of parent/carer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Irrespective of the above declaration, the Licensing Officer retains the right to require that a child has a medical examination to demonstrate he/she is fit to work.

For office use: Employment Card Number \_\_\_\_\_\_\_\_\_\_ Issued by \_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_