

# **Employment of school children – application form**

CHILDREN AND YOUNG PERSONS ACT 1933

Sections 18(2) and 20(2)

City of York Council Byelaws on the employment of children 1999 -  
Paragraph 16

Please note that City of York Council has the power to revoke a child's Employment Permit under the above legislation, if their education or welfare is seen to be suffering

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## **SECTION 1: TO BE COMPLETED BY THE PARENT OR GUARDIAN OF THE CHILD TO BE EMPLOYED**

Name of Child Employed:

Sex:                    M                    F

Date of Birth:

Address:

Postcode:

School Attending:

My son/daughter is under the care of a doctor/consultant for a current medical condition

My son/daughter is prescribed medication on a regular basis

If any of the above apply, please give more details, including the name and address of the doctor or consultant:

I hereby certify that my son/daughter does not have any medical condition or disability which might affect his/her suitability for proposed employment.

Signature of Parent/Guardian:

Relationship to child:

Date:

Contact telephone number:

Email address:

**Irrespective of the above declaration the Local Authority retains the right to insist, in certain circumstances, that a child has a medical examination to prove he/she is fit to work.**

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## **SECTION 2: TO BE COMPLETED BY THE EMPLOYER**

Name of Employer:

Telephone number:

Business Address:

Postcode:

Type of Business:

Email address (in case of any queries):

Address of place child to be employed (if different from business address):

Postcode:

Telephone number:

Name of Manager/Supervisor:

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## YOUNG PERSON'S RISK ASSESSMENT

I have carried out a Young Person's Risk Assessment which has been discussed with the child's parent/guardian.

I also confirm that the appropriate insurance cover is in place.

Signature of Employer:

Date:

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## EMPLOYMENT DETAILS

Child's job title:

Date employment is to commence (Please note that this form **must** be received within 7 days of this date):

Please outline **all** tasks to be undertaken by the child:

Will the child be working in the hot food preparation area of a commercial kitchen (this would include washing up, collecting dishes and returning plates, and serving at a counter in front of Fish and Chip fryers)?

Yes

No

Will the child be serving or selling alcohol?

Yes

No

Note: The City of York Council Byelaws on the Employment of Children 1998 prohibit the selling or delivering of alcohol unless in a sealed container.

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## HOURS AND DAYS OF WORK

**During school term-time, a child can work for no more than 12 hours per week.**

### SCHOOL DAYS

On a school day no child shall be employed for more than 2 hours.

A child may work for one hour between 7.00am and the start of the school day and one hour between the close of school and 7.00pm;

Or 2 hours between the close of school and 7.00pm.

Days on which child works:

AM – start time

AM – finish time

PM – start time

PM – finish time

### SCHOOL HOLIDAYS (Monday to Friday)

**If a child is under 15 years**, he/she may not work more than 5 hours per day or 25 hours per week between 7:00am and 7:00pm

**If a child is over 15 years**, he/she may not work more than 8 hours per day or 35 hours per week between 7:00am and 7:00pm.

Day on which child works:

Start time:

Finish time:

## SATURDAYS

**If a child is under 15 years**, he/she may not work more than 5 hours per day between 7:00am and 7:00pm.

**If a child is over 15 years**, he/she may not work more than 8 hours per day between 7:00am and 7:00pm.

Start time:

Finish time:

## SUNDAYS

On Sundays no child shall be employed for more than two hours between 7:00am and 7:00pm.

Start time:

Finish time:

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**A child may not work more than four hours work without a rest break of at least one hour.**

**A child is entitled to at least two consecutive weeks within school holidays without employment per year.**

Please send completed application form to:

School Services, West Offices, Station Rise, York, YO1 6GA

Email: [education@york.gov.uk](mailto:education@york.gov.uk)

Telephone: (01904 551554)

Failure to complete all sections of this form will delay your application.

For further information about child employment and restrictions please visit: [www.york.gov.uk/ChildEmployment](http://www.york.gov.uk/ChildEmployment)