

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 completed and 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 :-

**The Licensing Officer,
Safeguarding Children,
The Rock Street Centre,
Rock Street,
Oldham, OL1 3UJ**

If you have any questions, or would like a copy of the factsheet relating to children and part-time work, please contact the Licensing Officer on 0161 770 6627 or email child.licensing@oldham.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.

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 7am and 7pm 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 on 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.

Employers must inform the Licensing Officer if a child is to work more hours during school holidays, than declared on the application form overleaf, which relates to term-time only.

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.

Part 1 (Employer to complete)

Name of business _____

Name of proprietor/manager (delete as appropriate) _____

Address of work place _____

Postcode _____ Telephone number _____

Job description _____

Name of child _____ Date of birth _____ Start date _____

Has a risk assessment been completed for this job? Yes / no (delete as appropriate)

Has the parent/carer received a copy of the risk assessment? Yes / no (delete as appropriate)

Hours of work	Monday - Friday		Saturday		Sunday	
	Start time	Finish time	Start time	Finish time	Start time	Finish time
Morning						
Evening						

Signature of employer _____ Date _____

Part 2 (Parent/carer to complete)

Section A

Name of child _____ Date of birth _____

Address _____

Postcode _____ Telephone number _____

Name of school attending _____ Year group _____

Please enclose a photocopy 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 that he/she is fit to work.

For office use: Employment card number _____ Issued by _____ Date _____