

Licence No.....  
Date of Issue.....

# EMPLOYMENT OF CHILDREN

## APPLICATION FOR ISSUE OF EMPLOYMENT LICENCE



Please complete in BLOCK CAPITALS

**Section 1: To be completed by the young person to be employed**

Name:			
Date of Birth			
Address:			
(Please include post code)			
Telephone No:			
School/College attending:		Year :	

**Section 2: Employment Details: To be completed by the employer**

Name and Address of Employer:			
Telephone No:			
Type of Business:			
Address where employment is to take place (if different from above)			
Nature of work to be undertaken:			
Days, hours & times of work:	From:	To:	Total
Saturdays:			
Sundays:			
Schooldays:	Days:		
School Holidays:	Days:		

**NB MAXIMUM OF 12 HOURS PER WEEK CAN BE WORKED DURING TERM TIME**

Employers Liability Insurance Policy No and Company:	
Has a Risk Assessment been carried out?	

Signed:..... Print Name:..... Date: .....

**Section 3: To be completed by the young person's school & signed by H of Yr/Vice Principal**

Attendance level this academic year:	
Do you have any concerns about this application? (If Yes, please give details)	NO / YES

Signed:..... Print Name:..... Position:.....

**Declaration: (By Parent/Carer)**  
I hereby declare to the best of my knowledge, that the above named young person is medically fit to undertake the said employment. Further, I undertake to ensure that this work does not adversely affect the named young person's progress and attendance at school.

I understand that the information on this form will be held on a database to be used for the purpose of monitoring child employment and that school attendance information may be discussed with the employer.

I also understand that the Education Welfare Service cannot accept any responsibility should any child protection concerns arise in connection with this employment

Signed:..... Print Name:..... Date: .....

**When completed return to: Education Welfare Service, Collegiate House, College Street, Leicester LE2 0JX  
(Telephone: 0116 454 5510)**

THESE BYELAWS (OF WHICH THE FOLLOWING IS AN EXTRACT) WERE MADE BY LEICESTER CITY COUNCIL IN EXERCISE OF THE POWERS CONFERRED ON IT BY SECTIONS 18(2) AND 20(2) OF THE CHILDREN AND YOUNG PERSONS ACT 1933 AND WERE IMPLEMENTED ON 1 SEPTEMBER 1998.

A full copy of Leicester City Council Employment of Children byelaws can be seen at:-  
Leicester City Education Welfare Department  
Collegiate House, College Street  
Leicester

The law/byelaws apply up to a child's official school leaving age, which is the last Friday in June of the school year in which the child is 16. A child who assists in a trade or occupation which is carried on for profit is considered to be employed whether or not he receives any reward.

## **NO child under the age of 13 years can be employed**

### **Regulation of Employment.**

No child of any age can be employed in the following:-

- Cinema, theatre, disco, telephone sales.
- To deliver milk.
- To collect or sort refuse.
- Deliver or sell alcohol, except in sealed containers.
- To collect money or canvas door to door unless supervised by an adult.
- In a slaughterhouse or butcher's shop or any premises connected with the killing of livestock or preparation of meat for sale.
- As a fairground or amusement arcade assistant.
- In work 3 metres above ground level (indoors and outdoors).
- Where exposed to harmful agents/substances.
- In a commercial kitchen.
- Where exposed to adult material/situations unsuitable for children.
- In the personal care of residents in residential care or nursing homes unless supervised by an adult.

### **Permitted hours of work/employment are as follows:-**

- Children over the age of 13 years can be employed for:
  - (a) No more than 2 hours on any school day
  - (b) No more than 2 hours on a Sunday
  - (c) No more than 5 hours on a Saturday
  - (d) No more than 25 hours per week during school holidays.
- Children over the age of 15 years are permitted to work for:
  - (a) 8 hours on a Saturday
  - (b) 35 hours per week during school holidays.
- No child is allowed to work before 7.00 am or after 7.00 pm (including school holidays)
- No child can be employed for more than 2 hours on a school day and certainly not in school hours
- No child shall work more than 12 hours per week during school term time.
- No child shall work more than 8 hours a day, and not more than four hours without a break of one hour.
- Every child must have 2 consecutive weeks without employment during school holidays.

### **Children aged 13 years and over are permitted to do light work in the following:**

Agricultural, horticultural work (occasional only/under direct supervision of parent/guardian)	Cafe or restaurant (front of house only)
Shop work, including shelf stacking	Riding stables
Hairdressing salons	Domestic work in hotels
Office work	Market stalls
Car washing	Newspaper delivery

Subject to the following conditions:-

- (a) The employer shall notify the local authority of his name and address, the child's name and address and date of birth together with the occupation and hours of employment.
- (b) Have available for inspection:-
  - (i) The child's employment licence, issued by the Education Authority.
  - (ii) Names, addresses, dates of birth, hours and occupations of all children employed.
- (c) Have carried out a risk assessment.
- (d) Have received a signed health declaration by parent/carer that the child is medically fit for said employment.

**IF THE WORK IS NOT LICENSED IT IS ILLEGAL**