

Application for a work permit to employ a school aged child in Hertfordshire – WP1 /2017



GUIDANCE NOTES

Please ensure that you have read the information - *Employing School Aged Children* available on the *website*:

www.hertfordshire.gov.uk/workpermit

Name of child:

Name of employer:

Applications should be sent to the office covering the district where the employment will take place.

Employment in the following local authority district	Hertfordshire County Council Postal Address
St.Albans & Dacorum	ISL Attendance Team, Apsley Two, AP2116, Brindley Way, Hemel Hempstead HP3 9BF
Welwyn /Hatfield & Hertsmere except Bushey + Radlett	ISL Attendance Team, Mundells, MU204, 2nd Floor, Mundells, Welwyn Garden City AL7 1FT
N. Herts & Stevenage	ISL Attendance Team, SFAR117 First Floor, Farnham House, Six Hills Way, Stevenage SG1 2FQ
East Herts & Broxbourne	ISL Attendance Team, East Herts & Broxbourne CHN002, County Hall, Pegs Lane, Hertford SG13 8DF
Watford, Three Rivers & Bushey + Radlett	ISL Attendance Team, Apsley Two, AP1102, Brindley Way, Hemel Hempstead HP3 9BF

The data held on this form will be stored securely and in line with the Data Protection Act (1998). All information will only be used for the intended purpose of processing School age employment Work Permits - this may involve the need to share information with teaching staff at the school attended by the child; with health professionals; with health and safety advisers. The information will be kept for the lifetime of the requested service after which it will be destroyed in line with the Data Protection Act (1998).

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Children and Young Persons Act 1933 (as amended by the Children [Protection at Work] Regs 1998) and Hertfordshire County Council Byelaws on the Employment of Children.

Please complete in block capitals and with black ink

Section 1 - Employment Details (to be completed by the employer)

A) Company details

1. Company name:
2. Name of contact for application:
3. Telephone number:
4. Type of business:
5. Is the business registered as a charity / not for profit concern? yes ☐ no ☐
6. Company Address:
.....
.....
7. E-mail address:
8. Location of work (if different from address at 6.):
.....
.....
9. Name of line manager:
10. Contact number for line manager:
11. E-mail address for line manager:
12. Name and address within the business to whom the work permit should be sent:
.....
.....

B) Details of the work

1. Employment start date:
2. What work will the child do?
.....
.....
.....
.....

C) Hours of work

Permitted hours of work

Age	Daily limit			Weekly limit	
	On a school day / term time	Non school day (Mon – Sat)	Sunday	School term	School holidays
13 & 14	2 hours	5 hours	2 hours maximum	12 hours	25 hours
15 & 16	2 hours	8 hours	2 hours maximum	12 hours	35 hours
Additional notes for children aged 13 - 16	<ul style="list-style-type: none"> - The permitted hours of employment are between 7:00am to 7:00pm - After 4 hours work each child should have a rest period of 1 hour - All children must have a break from work of 2 consecutive weeks each year - Only 1 hours employment is allowed between 7.00am and the start of school hours on a school day 				

Proposed hours of work during School Term

	Start time a.m.	End time a.m.	Start time p.m.	End time p.m.	Hours per week
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

Proposed hours of work during School Holidays

	Start time a.m.	End time a.m.	Start time p.m.	End time p.m.	Hours per week
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

Declaration by the Employer

I confirm that:

- I have read the Hertfordshire County Council information on: **Employing School Aged Children** and confirm that the proposed work and hours meet the requirements as set out in the information given.
- An appropriate risk assessment (as required under the Health and Safety [Young Persons] Regulations 1997) has been completed before the child starts work and that I have informed the parents of the risks and of the measures introduced to minimise the risks
- I enclose a signed Declaration by Parent / Carer
- I will employ the child in accordance with the laws that apply
- The necessary insurance cover is in place for this employment

Signature: Date:

Name (In capital letters please):

Telephone number:

Section 2 - Details of the child for whom the Work Permit is required

Name of child:

Date of birth:

Address:

.....

.....

..... Postcode:

School name:

School address:

.....

.....

..... Postcode:

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Section 3 - Parents / Carers details (please complete in block capitals)

Full name(s) of parent / carer:

What is your relationship to the child:

Telephone number:

Address (if different from child):

.....

Postcode:

Declaration by parent / carer

- I consent to the employment as set out in the application form for a work permit
- I certify that the child's details are correct
- I confirm that I have received information from the employer regarding the risk assessment
- I declare that the named child is medically fit and that this employment will not be harmful to his/her education
- I agree to obtaining a doctor's letter confirming that my child is medically fit to do the work tasks outlined in the application for a work permit, in the event that Hertfordshire County Council requires it
- I agree to return any work permits when my child is no longer working for the named employer on the work permit

Signature: Date:

Section 4 - For completion by Hertfordshire County Council

Application received: Checked:

Approved (AIO): Permit number:

Not approved (AIO): Entered:

Please state reasons:

AIO signature: Date:

IES number:

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