

**People Directorate  
EDUCATION WELFARE SERVICE**

**CHILD EMPLOYMENT – APPLICATION FOR A WORK PERMIT**

This form is to be used by employers who wish to employ any child of compulsory school age (13 to 16 years) on a part-time basis out of school hours. By law a child of school age (13 to 16 years) in employment must have a work permit. Please complete and return the form within one week of employing the child. Further information can be accessed at [www.barnsley.gov.uk](http://www.barnsley.gov.uk)

**PART 1 – To be completed and signed by the Employer**

Name of Business		
Name of Proprietor or Manager		
Business Address		
Post Code	Tel No.	Email
Nature of Business		

**I confirm that I wish to employ a school-age child as detailed below.**

Nature of child's duties							
Place of child's employment							
Start date							
HOURS AND DAYS OF WORK							
Days of Work							
Mon -Tues -Weds -Thurs -Fri (Highlight as applicable)	Saturdays      Sundays      Holidays						
Hours of Work							
From	To	From	To	From	To	From	To

**Declaration by the Employer**

By ticking this box, I hereby give notice that I intend to employ the aforementioned child and comply with the following statements

- I have completed a Health and Safety risk assessment in respect of this work and have notified the child's parent of any risk involved and steps taken to reduce those risks.
- I confirm that Employers' Liability (Compulsory Insurance) cover is in place
- I confirm that I will comply with all legislation relating to the employment of the child

Date \_\_\_\_\_

**Please provide a copy of the Risk Assessment and Liability Insurance with this form. See link <http://www.hse.gov.uk/risk/controlling-risks.htm>**

Please ensure that Part 2 is fully completed before returning the form to the Education Welfare Service.

**PART 2 – To be completed and signed by the child's Parent or Carer**

Name of Child			
Date of Birth			
Address			
	Post Code	Tel No	
School Attended			Year Group
Medical Details	Please give details of any regular medication your child is taking		
	Please give details of any medical condition the child's employer should be made aware of		
Name & Address of GP			

**Declaration to be signed by the Parent/Carer**

I declare that in my opinion the above named child is physically fit and this employment will not interfere with their health, physical development or education and comply with the following statements

- I confirm that I am the Parent or Carer of the above-named child
- I confirm that I agree to my child undertaking the work described in Part 1
- I confirm that my child is fit to undertake such work
- I confirm that my child's school attendance will not be adversely affected

**Signature/Type Name** \_\_\_\_\_ **Date** \_\_\_\_\_

***Please note that your child's school attendance and attainment will be monitored and that the work permit could be withdrawn if the child's health or education is affected.***

**Please make sure all parts of the form have been fully completed. Failure to ensure that a child who is working part time has a work permit may result in prosecution and a fine of up to £1,000 for the employer.**

**Completed forms should be emailed to: [Admin-EducationWelfareService@Barnsley.gov.uk](mailto:Admin-EducationWelfareService@Barnsley.gov.uk)**

**For Office Use Only**

<b>Permit No</b>	<b>Date Issued</b>
<b>Attendance at time of application</b>	

At BMBC we are committed to protecting and respecting your privacy. This privacy notice tells you what you can expect when BMBC collects your personal information. This notice applies to information BMBC collect in relation to the provision of services by the Early Start, Prevention & Sufficiency Service.

Barnsley Council/Education Welfare's privacy statement is available to view at

<https://www.barnsley.gov.uk/media/8746/early-start-prevention-and-sufficiency-education-welfare-service.pdf>