APPLICATION FOR THE EMPLOYMENT OF A SCHOOL CHILD

Applicants are responsible for gaining explicit consent from parents and for making parents aware of how the data about them and their child will be processed.

Child’s information:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Family Name: | | |  | | Given Name(s): | |  |
| Address: |  | | | | | | |
| Postcode: |  | | | Telephone number: | |  | |
| Date of birth: | |  | | School Attending: | |  | |

Employer’s information:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name of proposed employer: | | |  | | | | |
| Address: |  | | | | | | |
| Postcode: |  | | | | Telephone number: |  | |
| Email: |  | | | | | | |
| Nature of business: | |  | | | | | |
| Exact nature of proposed employment: | | | |  | | | |
| Start date of employment: | | |  | | | |  |

Days and times of proposed employment during SCHOOL TERM  
(Please specify exact hours to be worked, eg 07:.00am to 08:00am, including rest periods)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| Hours to be worked |  |  |  |  |  |  |  |
| Rest periods |  |  |  |  |  |  |  |

If you wish to employ the above named child during the school holidays, you must complete the table below.

Days and times of proposed employment during SCHOOL HOLIDAYS

(Please specify exact hours to be worked, eg 10.00am to 12.30pm, including rest periods)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| Hours to be worked |  |  |  |  |  |  |  |
| Rest periods |  |  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer’s signature: | |  | | Date: |  |
| Print Name: |  | | Position: |  | |

Herefordshire Council is the Data Controller under data protection law and will use the information you provide on this form in order to provide you with the licence you apply for. The legal basis for processing this data is your consent to do so. You can withdraw your consent at any time by notifying us, however this will result in a licence not being provided or withdrawn. Our contact details to do so, or for any other queries, are: Enforcement Officer (Education), Environmental Health & Trading Standards, Herefordshire Council, Plough Lane, Hereford HR4 0LE

We will keep your data for 6 years after the licence ends. Your information will not be shared further, unless it is necessary to do so in cases such as preventing or detecting crime. Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the [Information Commissioner's Office](https://ico.org.uk/). <https://ico.org.uk/>

**EMPLOYMENT OF A SCHOOL CHILD**

**Parent questionnaire**

To be completed by the child’s **PARENT or CARER**

Please complete this questionnaire **in full**. The information provided on this form may affect the decision of Child Employment to permit an employment licence for your child.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Child’s full name: | |  | | | | | D.O.B: |  |
| Address: |  | | | | | | | |
| Postcode: |  | | | | Parent/Carer Telephone number: |  | | |
| Parent/Carer Email: | | |  | | | | | |
| |  |  | | --- | --- | | Child Email: |  | |  | | | | | | | | | | |
| Name of family Doctor: | | | |  | | | | |
| Address: |  | | | | | | | |
| Postcode: |  | | | | Telephone number: |  | | |
|  | | | | | | | | |
|  | | | | | | | | |

**Medical History** (please tick the appropriate box) **YES NO**

1. Is your child normally in good health? 🞎 🞎

|  |
| --- |
|  |

1. Does he/she suffer from any medical condition(s) for which he/she needs to take 🞎 🞎  
   medicines frequently or continuously? (if yes please specify below)
2. Is there any medical information that should be known in order to ensure your 🞎 🞎  
   child’s safety (eg diabetes, epilepsy)? (if yes please specify below)

|  |
| --- |
|  |

1. Do you think that your child’s health and education would be adversely 🞎 🞎  
   affected by their employment? (if yes please specify below)

|  |
| --- |
|  |

**Your child’s Employment Permit will be sent by email, please indicate which email address you would like it sent to by ticking the relevant boxes. By ticking the boxes you are giving Herefordshire Council permission to contact you and/or your child by email. If you would prefer to receive the permit by post please tick the appropriate box.**

**Email Child □ Email Parent/Carer □ Email Both □ By Post □**

**I declare that the information I have provided is true and that I give permission for Herefordshire Council to seek further medical advice from my doctor or from the School Medical Service, should it be deemed necessary.**

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |
| Print Full Name: |  |  | |

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EMPLOYMENT OF A SCHOOL CHILD

Conditions of employment:

1. No child under the age of 13 years shall be employed except that subject to the provisions of the byelaws mentioned below a child who has attained the age of 10 years may be employed in the company of their parent or carer in light agricultural or horticultural work ie. owned/tenanted farm, horticultural business.

2. Employment hours school weekdays

a. No child shall be employed before 7.00am or after 7.00pm in any day.

b. No child shall be employed for more than 2 hours in any day on which he/she is required to attend school.

c. Where a child is employed before school, he/she shall be employed between the hours of 7.00am and 8.30am and not for more than 1 hour.

d. A child who is employed before school may also be employed after school.

e. Actual times of employment must be stated on the reverse side of this form.

3. Employment on non-school weekdays (ie Saturdays and school holidays)

a. No child under the age of 15 years shall work for more than 5 hours net in any one day, except that a child under the age of 15 may be employed outside school term-time in seasonal work in the gathering of harvest or crops for a maximum of 8 hours net each day.

b. No child under the age of 15 years shall work for more than 25 hours net in any one week or more than 5 hours in any one day.

c. No child who has attained the age of 15 years shall work for more than 8 hours net in any one day nor for more than 35 hours net in any week.

d. For the purpose of the above-mentioned byelaws, ‘hours net’ are exclusive of intervals of 15 minutes or more for rest.

4.Intervals for meals and rest  
No child shall be employed for more than 4 hours continuously without a continuous period of not less than 1 hour for rest and recreation.

1. Employment on Sundays  
   No child shall be employed on a Sunday except for a period or periods not exceeding in total 2 hours between the hours of 7.00am and 7.00pm.
2. CHILDREN MUST HAVE A CONTINUOUS TWO WEEK BREAK FROM EMPLOYMENT DURING THE YEAR