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# **Application by Employer to Employ a Young Person under School Leaving Age**

This form is to be completed by the Employer, Headteacher and Parent or Guardian. All three sections need to be completed before the application can be processed.

Please send the completed form to: **Pupil Services Business Support, Islington Council, 222 Upper Street, London, N1 1XR**

Tel: 020 7527 3747 Email: pupilservices@islington.gov.uk

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| **Part 1 - To be completed by the Employer** | |
| Business name |  |
| Nature of Business |  |
| Full Business Address |  |
| Telephone Number |  |
| Email Address |  |
| Website |  |

|  |  |
| --- | --- |
| **I hereby give notice that I wish to employ:** | |
| Full name of young person |  |
| Date of Birth |  |
| Address including postcode |  |
| Borough |  |
| Name of school |  |
| Young person's job title |  |
| Full Address for the place of employment |  |
| Nature of employment |  |
| Activities involved |  |
| Activities prohibited (if any) |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Days and times of employment** | | | | | | | |
| **SCHOOL TERM TIME**  **(before or after school)** | **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
| Work Start Time |  |  |  |  |  |  |  |
| Work End Time |  |  |  |  |  |  |  |
| Break Start Time |  |  |  |  |  |  |  |
| Break End Time |  |  |  |  |  |  |  |
| Total Hours |  |  |  |  |  |  |  |
| **HOLIDAYS** | **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
| Work Start Time |  |  |  |  |  |  |  |
| Work End Time |  |  |  |  |  |  |  |
| Break Start Time |  |  |  |  |  |  |  |
| Break End Time |  |  |  |  |  |  |  |
| Total Hours |  |  |  |  |  |  |  |

**Please see guidance at the end of this form for permitted hours of work and length of time.**

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| **Part 1** continued.  ***I confirm that an appropriate risk assessment has been carried out and the young person's health, welfare or ability to take full advantage of his/her education would not be jeopardised by undertaking the stated employment. I understand that any employment undertaken will not contravene the enactments, regulations and byelaws relating to the employment of children.*** | |
| Full Name including Title |  |
| Job title |  |
| Signature |  |
| Date |  |

|  |  |
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| **Part 2 - To be completed by the Headteacher / Head of Year** | |
| School name |  |
| School address |  |
| School postcode |  |
| Headteacher / Head of Year |  |
| ***I have no reason to believe that working within the legally permitted hours will affect the young person's education, and I therefore agree to a work permit being issued. If it appears that his/her school work or attendance deteriorates as a result of part-time employment, I will contact Pupil Services, after discussing with the young person's parent/guardian.*** | |
| Signed |  |
| Designation |  |
| Date |  |

|  |  |
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| **Part 3 - To be completed by the Parent/Guardian** | |
| ***I have read the completed Part 1 and consider my child is medically fit to carry out this work and I am satisfied that their health, welfare or ability to take full advantage of their education would not be jeopardised by undertaking the work.*** | |
| Full Name including Title |  |
| Signature |  |
| Date |  |

For further information regarding child employment please go to the following web pages or talk to the Education Welfare Officer/School Home Support Officer at the Young Person’s school.

**Islington Council - information**

<https://www.islington.gov.uk/business/licences-permits-registration/child-employment-work-permit>

**National Network for Children in Employment & Entertainment (NNCEE)**

<http://www.nncee.org.uk/>

**Hours of Work**

**Under 13 years old – all work is prohibited**

***Ages 13 & 14***

School Days - Not more than 2 hours a day, both 1 hour before school and 1 hour after or 2 hours after school and before 7pm with a maximum of 12 hours in any 7 day week.

Saturdays and Holidays - Maximum of 5 hours between 7am and 7pm with 1 hour break after 4 hours continuous work.

Sundays - Maximum of 2 hours between 7am and 7pm.

**May not exceed 25 hours a week in Holiday periods.**

***Ages 15 & 16***

School days - Not more than 2 hours a day, both 1 hour before school and 1 hour after or 2 hours after school and before 7pm with a maximum of 12 hours in any 7-day week.

Saturdays and Holidays - Maximum of 8 hours between 7am and 7pm with 1 hour break after 4 hours continuous work

Sundays - Maximum of 2 hours between 7am and 7pm.

**May not exceed 35 hours a week in holiday period.**

***Additionally:***

* A rest break of 1 hour must occur after 4 hours of continuous working.
* There must be 2 consecutive weeks of holiday each year.