CITY OF CARDIFF COUNCIL (CYNGOR DINAS CAERDYDD)

**EMPLOYMENT OF CHILDREN APPLICATION**

**MINIMUM AGE FOR EMPLOYMENT – 13 YEARS**

Children & Young Persons Act 1933 S.18

As amended by Children & Young Persons Act 1963, Education Act 1996

The Children (Protection at Work Regulations 1998 & Cardiff Council Byelaws 1998

The Children (Protection at Work Regulations) Regulations 2000

Full Name of Child: D.O.B

**Parent or** Address:

**Legal guardian**

**Must complete** Has the child been previously employed?

**This section \***Current School:

Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Parent/Guardian (PRINTED)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed by Parent/ Guardian\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employer PROPOSED EMPLOYER:**

**Must** Name of Employer

**Complete** Nature of Employer’s Business:

**This section** Address:

Contact Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nature of Employment for proposed child:

**I have carried out a risk assessment as laid down in the Management of Health and Safety**

**at Work Regulations 1992, as amended by the Heath and Safety (Young Persons) Regulations 1997, and informed the parents/legal guardian of the outcome.**

Date of Application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer Name (PRINTED\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Name (PRINTED)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*As part of the application process it must be clear that any proposed part-time work will not have a detrimental effect on the child’s education. Therefore, we undertake an attendance check as standard on all applicants. Please be aware that the local authority will make contact with the child’s school if their attendance is below 90%. This is to determine whether an agreement can be reached between the licensing authority, parent and school as to whether the permit should be issued in the best interests of the child.**

**HOURS OF EMPLOYMENT REQUESTED**

**School Term**

**Monday Tuesday Wednesday Thursday Friday Saturday Sunday**

**From To From To From To From To From To From To From To**

**AM**

**PM**

**School Holidays**

**Monday Tuesday Wednesday Thursday Friday Saturday Sunday**

**From To From To From To From To From To From To From To**

**AM**

**PM**

**Please include passport style photograph of the young person and supporting risk assessment**

**Prohibited employment for all children of compulsory school age**

No child of any age may be employed

* On any day that he or she is absent from school by reason of ill-health
* In cinema, theatre, discotheque, dance hall or night club, except in connection with a performance given entirely by children.
* To sell or serve alcohol, except in sealed containers
* To deliver milk
* To deliver fuel oils
* In a commercial kitchen
* To collect or sort refuse
* In any work which is more than three meters above ground level or, in the case of internal work, more than three meters above floor level.
* In employment involving harmful exposure to physical, biological or chemical agents.
* To collect payment or to sell or canvas door to door.
* In work involving exposure to adult materials or in situations which are for this reason unsuitable for children
* In telephone sales
* In slaughterhouse or in that part of any butcher’s shop or other premises connected with the killing of livestock, butchery, or preparation of carcasses or meat for sale.
* As an attendant or assistant in a fairground or amusements arcade or in any other premises used for the purpose of public amusement by means of automatic machines, games of chance or skills or similar devices.
* In personal care of residents of any residential care home or nursing home.

**Permitted employment of children aged 14 or over**

A child aged 14 or over may be employed only in light work

**Permitted employment of children aged 13**

A child aged 13 may **not** be employed except in light work in one or more of the following specified categories:

* Agricultural or horticultural
* Delivery of newspapers, journals and other printed materials
* Shop work, including Shelf-Stacking
* Hairdressing Salons
* Office work
* In Café or restaurant
* In riding Stables and boarding Kennels/Cattery

**PERMITTED HOURS OF EMPLOYMENT**

**Employment may only take place between 7am and 7pm**

**ALL AGES**

Mondays to Saturdays – not before 7am or after 7pm

Sundays – 2 hours only - not before 7am or after 11am

School days – 1 hour before school and 1 hour after school **or** 2 hours after school

**13-15 YEARS**

Saturdays and other school holidays – 5 hours maximum daily

Not more than 25 hours per week.

**15 YEARS PLUS**

Saturdays and other school holidays – 8 hours maximum daily

Not more than 35 hours per week

**No child shall be employed for more than 4 without at least a 1 hour break of rest and recreation**

**Every child must have at least 2 weeks’ consecutive holiday per year**

**MAXIMUM 0F 12 HOURS WORK IN ANY ONE WEEK DURING TERM TIME**