



Employment of School children

APPLICATION FOR EMPLOYMENT CERTIFICATE

To be completed within seven days of the start of the employment and sent to:
Child Employment Team, 3rd Floor, County Hall North, Chart Way, Horsham, West Sussex RH12 1XH
Tel: 0330 222 8384 Email: childemployment.entertainmentteam@westsussex.gov.uk

- 1 Name of Child (in full) _____
Date of Birth _____
- 2 Address _____
Postcode _____
Telephone Number _____
- 3 Name of School _____
- 4 Name of Employer _____
- 5 Address of Employer _____
Postcode _____
Telephone Number _____
- 6 Place of Employment _____
- 7 Exact duties of child _____
- 8 Employment Times: _____

Term Time

	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														

No Child may be employed for more than FOUR hours without a rest break of one hour or more

Employer’s Declaration

I confirm that I wish to employ the above-named child as described. I have received a copy of the West Sussex Byelaws on the Employment of Children 1998 and have read and understood the same. An appropriate risk assessment, in accordance with Health and Safety legislation, has been carried out in respect of this employment.

Employer’s Signature _____ Date _____
Name in Block Capitals _____ email _____

Parent/Guardian Declaration

I hereby give consent to my child undertaking the above employment and confirm that he/she is medically fit to carry out the duties described. I also confirm that my child has regular and punctual attendance at school and has NO OTHER employment* (see below). I have received a copy of the West Sussex Byelaws on the Employment of Children 1998 and have read and understood the same.

Parent/Guardian Signature _____ Date _____
Name in Block Capitals _____ email _____

* Details of any other employment:

SUMMARY OF MAXIMUM PERMITTED HOURS OF EMPLOYMENT

(Applicable to all children of compulsory school age)

Children are of compulsory school age until the last Friday of June of the academic year in which they attain their 16th birthday

No child may be employed for more than **FOUR** hours without a rest break of one hour or more.

TERM TIME

SCHOOL DAYS Children 13 years and over may work:-

EITHER two hours between the end of school and 7 pm **OR** one hour between 7 am and the start of the school day (allowing sufficient time to reach school for the commencement of school) and one hour between the end of school and 7 pm

SATURDAYS

Children 13 years and over may work FIVE hours between 7 am and 7 pm during Term Time.

Children aged 15 and 16 may work EIGHT hours between 7 am and 7 pm

NB: DURING TERM TIME CHILDREN ARE ONLY PERMITTED TO WORK FOR A MAXIMUM OF 12 HOURS PER WEEK

SCHOOL HOLIDAYS

Children 13 years and over may work FIVE hours on any weekday between 7 am and 7 pm, provided that they shall not be employed for more than TWENTY FIVE HOURS in any one week **including Saturdays but excluding Sundays**

Children aged 15 and 16 may work **EIGHT** hours on any weekday between 7 am and 7 pm

SUNDAYS

Children 13 years and over may work **TWO** hours between 7 am and 7 pm (in or out of term time)

HOLIDAYS

Children 13 years and over must have at least two consecutive weeks without employment during school holidays per year

NB: DURING SCHOOL HOLIDAYS CHILDREN ARE ONLY PERMITTED TO WORK FOR A MAXIMUM OF 25 HOURS PER WEEK (age 13 /14) AND 35 HOURS PER WEEK (Age 15 or over)

SUMMARY OF BYELAWS

(Please refer to Byelaws for detail)

1. No child under 13 years of age may be employed in any occupation.
2. Children aged 13 years may only be employed in specified occupations (see Byelaw 5).
3. Children aged 14 to 16 years may only be employed in 'light work' (see Byelaw 4).
4. No child (of any age) may be employed in specified occupations (see Byelaw 3).
5. No child may be employed in any work out of doors unless wearing suitable clothes and shoes (see Byelaw 7).
6. No child may be employed without an employment permit (see Byelaw 12).
7. i) A child or employer must produce his employment permit for inspection when required to do so by an authorised officer of the Authority
ii) Or a Police Officer (see Byelaw 15).
8. Penalties exist for a breach of the byelaws and the child's employment permit is liable to be revoked (see Byelaw 14).