



From mountain to sea

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Valid From	
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**Education and Children’s Services
Child Employment Permit Application**

Application for a work permit to engage in permissible employment under the Byelaws made by Aberdeenshire Council. Please view our [Privacy Notice \(pdf 158kb\)](#).

Part 1 – to be completed by Parent/Carer

Child’s Name	
Date of Birth	
School	
Registration Class	
Home Address	
Postcode	
Telephone Number	

I agree to my child being employed in the job described in Part 2 and am satisfied that the employment will not interfere with my child’s health, welfare, or ability to take full advantage of their education. My child is fit to undertake the job.

Parent/Carer’s Signature	
Print Name	
Email Address	
Relationship to Child	
Date	



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Part 2 – to be completed by Employer

Employer's Name	
Description of Employer's Business	
Business Address	
Postcode	
Telephone Number	
Email Address	
Occupation in which child is to be employed	
Details of tasks involved	
Where will the child be employed	



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Hours of Employment excluding meal breaks – state clearly the times of starting and finishing. No child shall be employed before 7 am or 7 pm on any day.

Note – the total time worked in any school day must not exceed 2 hours. The total time worked in any term-time week must not exceed 12 hours.

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														
Total														

* Maximum 2 hours

For Holiday working please refer to the Guidelines for Parents, Pupils and Employers

Holiday Time	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday*	
	From	To	From	To	From	To	From	To	From	To	From	To	From	To
am														
pm														
Total														

* Maximum 2 hours

A child must have at least 2 consecutive weeks without employment each year during the School Holidays.



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If the child has a variable working pattern, please specify term time and holiday time as appropriate ie shift pattern.	
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I confirm that a risk assessment has been carried out with regards to the proposed work of the above child and that preventative/protective measures will be supplied by the employer ie protective clothing.

Employer's Signature	
Print Name	
Date	

Part 3 – to be completed by the Head Teacher or appropriate member of staff

Does the proposed employment comply with the Byelaws?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If no state reason why				
Do you agree that an employment licence should be issued?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If no state reason why				

Signature	
Date	
Position	



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Completed Application Forms and Issuing of Permits

Any queries regarding the issuing of permits or requests to amend permits should be made to the child's own secondary school in the first instance.

Applications for an employment permit should be made in good time, especially when it includes employment during the school holidays. Parts 1 and 2 of the application form should be completed by the parent/carer and employer and returned as follows:

- Term time - Applications should be returned to the child's school
- Holidays - Applications should be returned to Education & Children's Services at the below address. Scanned copies can be sent to the email address below

Education & Children's Services

Woodhill House

Westburn Road

ABERDEEN

AB16 5GB

Email: education@aberdeenshire.gov.uk

When a form is sent direct to Education & Children's Services during the school holidays, a permit will be issued to cover periods of employment during the school holidays only.

If the application is for employment during the school holidays and the following school term, a permit will be issued for the school holiday period only. The form will then be forwarded to the school for completion of Part 3 before a permit is issued for employment during the school term.