|  |  |
| --- | --- |
| **Office Use Only** | |
| **Permit No** |  |
| **Valid From** |  |
| **Valid To** |  |

**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)](http://publications.aberdeenshire.gov.uk/dataset/education-privacy-notices/resource/50352cfa-070d-446a-971c-0a417b93387a).

|  |
| --- |
| **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 |  |

|  |
| --- |
| **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 |  |

**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.

|  |  |
| --- | --- |
| If the child has a variable working pattern, please specify term time and holiday time as appropriate ie shift pattern. |  |

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 |  | No |  |
| If no state reason why |  | | | |
| Do you agree that an employment licence should be issued? | Yes |  | No |  |
| If no state reason why |  | | | |

|  |  |
| --- | --- |
| Signature |  |
| Date |  |
| Position |  |

**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](mailto: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.