

# Application For A Work Permit For The Employment Of A School-Aged Child



Please read the notes overleaf before completing this form and write in block capitals

**Details of employer**

Name of employer: .....

Address of employer (including email) .....

Telephone Number: ..... Type of business: .....

**Details of child to be employed**

Name:..... Date of birth: ..... School: .....

Child's Address (including postcode) .....

Place of Employment: ..... Description of Job: .....

Is the proposed employment in addition to any current employment? Yes/No. If yes, please provide details: .....

**Days and times child to be employed - see notes overleaf**

	During School Term					During School Holidays				
	Hours to be worked	Morning Hours		Afternoon Hours		Hours to be worked	Morning Hours		Afternoon Hours	
		Start time	End time	Start time	End time		Start time	End time	Start time	End time
Mon										
Tues										
Wed										
Thurs										
Fri										
Sat										
Sun										

**Declaration by employer** - I confirm that a risk assessment has been carried out with regard to this proposed employment. I have read the leaflet 'Child Employment' and I will employ this child in the way set out above and in accordance with the requirements of the law.

Signature of prospective employer: ..... Date: .....

Print Name .....

**This section is to be completed by the parent/carer** - I consent to my child being employed in the way set out above. My child does not have any medical condition which might be affected by this employment.

Signature of parent/carer: ..... Relationship to child: .....

Full Name and email..... Date: .....

**This section to be completed by the Headteacher of the child's school or by the Tutor if educated otherwise** - I confirm that I have no objections on educational grounds to this child being employed in the way set out above.

Signature of Headteacher/Tutor: ..... Date: .....

Name of Headteacher/Tutor (please print): .....

**(Please note – When headteachers signature is not possible during schools holidays please leave this section blank when submitting the application form)**

## **APPLICATION FOR WORK PERMIT – IMPORTANT NOTES**

**Please note that it is illegal for a school-aged child to work unless he/she has a permit issued by Cambridgeshire County Council. Children of compulsory school-age may only work if they are over 13 years of age.**

There are regulations covering the type of work in which children may be employed as well as the amount of time they may work. Details of these regulations are set out in the 'Child Employment leaflet', copies of which can be obtained from the Cambridgeshire County Council website or the contact details below. Copies of the County Council Byelaws are also available.

### **RISK ASSESSMENT**

Before employing a child employers must ensure a risk assessment is undertaken and recorded by a competent person. This should be someone with the appropriate skills, experience, qualifications and knowledge.

The requirement to carry out a risk assessment is contained in the Management of Health and Safety at Work Regulations 1999 which state that all work activities must be assessed and the results recorded where there is anything more than a "trivial" risk.

Risk assessment should consider the nature of the employment, the procedures, equipment and substances used, the layout of the premises etc and how these might affect the child's health and safety. The assessment must take into account the inexperience, lack of awareness and vulnerability of the child and ensure that there is adequate training and supervision.

The parents/carers should be made aware of the details of the risk assessment.

### **DAYS AND TIMES CHILD TO BE EMPLOYED**

Please note that a school aged child:

- (a) is permitted to work for 2 hours on a Sunday
- (b) is permitted to work between 7am and 7pm
- (c) is permitted to work for 2 hours on a school day with only 1 hour before the start of school
- (d) during term-time is permitted to work a maximum of 12 hours in any week;
- (e) during school holidays, who is 13 or 14 years of age, is permitted to work a maximum of 25 hours in any week working a maximum of 5 hours a day (only 2 hours on a Sunday)
- (f) during school holidays, who is 15 or 16 years of age, is permitted to work a maximum of 35 hours in any week working a maximum of 8 hours a day (only 2 hours on a Sunday)
- (g) must have a rest break of 1 hour for every 4 hours worked with 2 consecutive weeks free from work during the year

### **PLEASE RETURN COMPLETED FORM TO:**

Child Employment (Education Office)  
Hereward Hall, County Road  
March, PE15 8NE  
Tel: 01354 750166 Fax: 01354 750293  
Email: [child.employment@cambridgeshire.gov.uk](mailto:child.employment@cambridgeshire.gov.uk)

We will endeavour to process the application within ten working days (providing that there are no queries). A copy of the permit will be sent to the parents/carers of the child and the employer.

March 2026