

NOTIFICATION BY THE EMPLOYER
APPLICATION TO EMPLOY A CHILD

Child's Surname: _____ First Name: _____

Date of Birth: _____ Name of School: _____

Home Address: _____

_____ Post Code: _____

Tasks to be undertaken by child: _____

Place of Employment: _____

Times of Employment:

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
<i>From</i>							
<i>To</i>							

Has a risk assessment been undertaken? **Yes/No** (circle as appropriate)

Name of Employer: _____

Address: _____

Nature of Employer's Business: _____

Signature of Employer: _____ Date: _____

PARENTAL MEDICAL DECLARATION (please circle (a) or (b) as appropriate)

- (a) The child named above has no history of past or present illness or disability, which will affect his/her ability to carry out the work detailed above.
- (b) The child named above has a history of past or present illness or disability which could affect his/her ability to carry out the work detailed above and I agree to medical advice being sought.

Signature of Parent/Carer: _____ Date: _____

MEDICAL ADVICE (where the parent/carer considers it necessary)

I have considered this application for an employment card and have/have not carried out a medical. In my opinion the employment detailed above will/will not prejudice his/her health, development or education.
I recommend the following exclusions/advice (if any): _____

Signed: _____ Date: _____
(Senior Clinical Medical Officer)

Card No:
Date of Issue:

REGULATION OF EMPLOYMENT

The following abridged information has been provided for the benefit of those who wish to employ children in permitted employment. Every child of compulsory school age who is employed in Kingston is required to obtain an employment card that is issued by the Education Welfare Service. Telephone 020 8547 5243 for full details.

MINIMUM AGE

1. No child under the age of 13 years shall be employed.
2. Children aged 10 years or over but under 13 years may be allowed to work in the company of their parent or guardian in light agricultural or horticultural work subject to compliance with all other requirements of the Byelaws.

HOURS OF WORK

1. School Days

Employment shall be limited to a **maximum of 2 hours per day**; either one hour between 0700 and 0830 and one hour between the end of school and 1900, or two hours between the end of school and 1900 hours.

2. Saturdays and School Holidays

(i) A child under the age of 15 years may be employed for a **maximum 5 hours per day**, between 0700 and 1900 hours, subject to a maximum of 25 hours per week.

(ii) A child aged 15 years and over may be employed for a **maximum 8 hours per day**, between 0700 and 1900 hours, subject to a maximum of 35 hours per week.

NOTE: No child shall be employed during the school summer holidays without at least two weeks free from work.

3. Sundays

Employment of children shall be limited to a **maximum of 2 hours**, between 0700 and 1700 hours.

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 work;
- delivery of newspapers, journals and other printed material;
- shop work, including shelf stacking;
- hairdressing salons;
- office work;
- car washing by hand in a private residential setting;
- in a cafe or restaurant;
- domestic work in hotels and other establishments offering accommodation.

PROHIBITED EMPLOYMENT - No child of any age may be employed:

- in a cinema, discotheque or night club
- in a commercial kitchen
- to collect or sort refuse, rags or scrap metal
- in any work that is more than three metres above ground level
- in telephone sales
- as an attendant or assistant in a fairground or amusement arcade

The completed application form should be returned to Education Welfare Service, Room 103, Guildhall 1, Kingston upon Thames, Surrey KT1 1EU