

NORTH TYNESIDE COUNCIL

**Children and Young Persons Act 1933, North Tyneside Council Byelaws 1998
NOTIFICATION OF CHILD EMPLOYMENT & WORK PERMIT REQUEST**

Employer to forward this form during the first week of employment to: Attendance & Placement Service, North Tyneside Council, 3rd Floor Quadrant East, Cobalt Business Park, Newcastle upon Tyne NE27 0BY. Tel: (0191) 6438392

Section 1 – To be completed by the Parent/Guardian

Name of Child

First Name(s).....Surname.....Date of BirthM/F.....

Address

Post CodeParent Telephone No.....

School Attended.....

Is this your child's first employment? (if NO, please give details).....

Parental Consent

I have no concerns regarding my child's health, and I am unaware of any medical reason that would prevent him/her from carrying out the proposed employment. I am of the opinion that the proposed employment would not be detrimental to his/her education or health. The employer has carried out an appropriate risk assessment and advised me of any key findings and relevant control measures. I agree to a doctor examining my child if this is thought to be necessary. I understand that the information on this form will be shared with my child's school. **North Tyneside Council Privacy Notice available to view at: my.northtyneside.gov.uk/category/1001/data-protection**

Name of Parent/Guardian (Block Capitals)..... Relationship.....

Signature of Parent/Guardian Date

Section 2 – To be completed by the Employer

Start Date:
(First day of employment)

Name of Employer

Business Address

Post CodeTelephone No

Nature of Business

Nature of Child's Employment

Place of Child's Employment

Hours of Child's Employment – Not before 7am or after 7pm

Hours worked will be within the restrictions detailed overleaf and will normally be:

During Term Time				
	Before School		After School	
	From	To	From	To
Monday	am	am	pm	pm
Tuesday	am	am	pm	pm
Wednesday	am	am	pm	pm
Thursday	am	am	pm	pm
Friday	am	am	pm	pm
Saturday	Between *am/pm and		*am/pm	
Sunday	Between *am/pm and		*am/pm	

*delete as applicable

During School Holidays				
	am		pm	
	From	To	From	To
Monday	am	am	pm	pm
Tuesday	am	am	pm	pm
Wednesday	am	am	pm	pm
Thursday	am	am	pm	pm
Friday	am	am	pm	pm
Saturday	Between *am/pm and		*am/pm	
Sunday	Between *am/pm and		*am/pm	

I hereby forward particulars of a child of compulsory school age who is employed by me, as required by the North Tyneside Council Byelaws 1998. I confirm that I have carried out an appropriate risk assessment (copy attached/available) and advised the child's parents of any key findings and the relevant control measures.

Signed(Employer) Date

Name (Block Capitals).....

**EMPLOYMENT OF CHILDREN & YOUNG PERSONS
North Tyneside Council Byelaws 1998**

THE LAW SAYS

That if I work, the following rules apply until I reach school leaving age*. An application form signed by my parents and employer should be completed and sent to the address below during the first week I start work.

	I can work	During the following Hours:
When I am 13/14	School Days	No more than a total of two hours in one day during the following periods (a) In the morning for one hour between 7-00 am and school start time (b) In the evening between the close of school and 7-00 pm
	Saturdays	5 hours a day between 7-00 am and 7-00 pm
	Sundays	Only 2 hours between 7-00 am and 7-00 pm
	Term Time	Maximum 12 hours in any school week
	School Holidays	5 hours a day on any weekday (2 hours on Sundays) between 7-00 am and 7-00 pm But totals worked each week must not exceed 25 hours
When I am 15/16	School Days	No more than a total of two hours in one day during the following periods (a) In the morning between 7-00 am and start of school (b) In the evening between close of school and 7-00 pm
	Saturdays	8 hours a day between 7-00 am to 7-00 pm
	Sundays	Only two hours between 7-00 am and 7-00 pm
	Term Time	Maximum 12 hours in any school week
	School Holidays	8 hours a day on any weekday (2 hours on Sundays) between 7-00 am and 7-00 pm But totals worked each week must not exceed 35 hou

YOU MUST NOT WORK DURING STUDY LEAVE, WHEN ABSENT DUE TO ILL HEALTH OR WHEN EXCLUDED

Compulsory School Age Education Act 1996

*A single school leaving date was set for 1998 and all-subsequent years. This is the **last Friday in June** of the school year in which a child reaches age 16 (Year 11), not on reaching 16th Birthday or receipt of NI Number.

Application Forms and a copy of the Byelaws prohibiting certain employments and specifying other conditions may be obtained from:

Attendance & Placement Service, North Tyneside Council, 3RD Floor Quadrant East, Cobalt Business Park, Newcastle upon Tyne NE27 0BY Tel: 0191 643 8392