

A young person (aged 13-16) who is involved in any form of paid or unpaid work in Denbighshire must be in possession of an employment permit. This must be carried on them at all times whilst they are engaged in that employment.

There are regulations and bye laws that specify the type of work and number of hours that young people are permitted to undertake during any school day, weekend or holiday period. (See notes for guidance).

Their employer and parents / legal guardians must comply with the bye laws and fill in an Employment Permit application form on their behalf within one week of the child commencing work.

CHILD DETAILS	
Child's full name	
Child's home address including postcode	
Child's date of birth	
Name of the school the child currently attends	
Parent / Legal Guardian details: Name	
Relationship to child	
Contact Tel No.	
Email address	

PROPOSED EMPLOYER'S DETAILS	
Name & Address of Business including postcode	
Child's Supervisor; Name Job Title Contact Tel No. Email address	
Place of Employment	
Nature of Employment	
Maximum Hours to be worked; School Days Saturdays & holidays Sundays	See notes regarding permitted hours ___ hrs between ___ & ___ ___ hrs between ___ & ___ up to ___/ week ___ hrs between ___ & ___

DECLARATION

Please sign to confirm that all parties will abide by the requirements of the Employment Permit and that both the applicant and the parent / guardian have ;

- read and understood the risk assessment and any necessary instructions
- seen confirmation of personal and/or public liability insurance cover

Signature of Employer / Supervisor:		Date: __/__/__
Signature of Child:		Date: __/__/__
Signature of Parent / Legal Guardian:		Date: __/__/__

This completed form can be submitted by post together with;

- Two passport size colour photographs of the child, with name & date of birth on the back
- A copy of the employer’s risk assessment in respect of the child’s employment
- Details of the personal and/or public liability insurance in respect of the child’s employment

to; School Support Manager, Education Support, Denbighshire County Council, PO Box 62, Ruthin LL15 9AZ

Or

A clearly legible scanned copy of this completed form can be submitted by email with;

- One colour digital passport style photograph of the child
- A scanned copy of the employer’s risk assessment in respect of the child’s employment
- A scanned copy of the personal and/or public liability insurance in respect of the child’s employment

to; admissions@denbighshire.gov.uk

Child Employment Permits cannot be issued unless the completed form and supplementary documents requested are provided and the proposed employment is agreed to be suitable.

An employer must not continue to employ a child if a permit is not granted.

An employer should notify the Authority if they cease to employ a child who has not reached school leaving age providing the following details:

- Child Name
- Child Date of Birth
- Child Employment Permit Number if Known
- Date Employment Ceased