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**EMPLOYMENT CERTIFICATE APPLICATION FORM**

**Please read "CHILD EMPLOYMENT GUIDELINES" on pages 3 and 4 before completing this form  
 If you require any advice please see our contact details overleaf.**

**A: To be completed by Employer**

Business Name  Business Tel. No.

Address

Post Code

Email address

Main tasks of the child's job

Address where child is to be employed (if different from above)

Post Code

**Days and times employed. See "RESTRICTIONS ON HOURS" attached**

	DURING SCHOOL TERM 12 hours Maximum				DURING SCHOOL HOLIDAYS Max 25 hrs aged 13/14 and 35 hrs ages 15/16			
	From	To		From	To		From	To
Monday								
Tuesday			L			L		
Wednesday			U			U		
Thursday			N			N		
Friday			C			C		
Saturday			H			H		
Sunday								

**Employers should notify the Authority of any change in the nature, place or time of the employment and when the employment ends.**

**Declaration by the Employer**

I confirm that

- I have carried out a Young Person's Risk Assessment as required under the Management of Health & Safety at Work Regulations 1999 and that this has been shared with the Parent/Carer
- I have current and appropriate Employer's Liability Insurance
- I will employ the child in the way set out in this application and in accordance with the requirements of the law

Signature  Print Name  (Mr/Mrs/Ms)

Position  Date

**PLEASE NOTE THAT OTHER LEGISLATION MAY PROHIBIT OR RESTRICT THE  
 EMPLOYMENT OF CHILDREN**

A copy of the local Bylaws and relevant information is available at [www.blackpool.gov.uk](http://www.blackpool.gov.uk) via the link to Child Employment. Further information can also be obtained from the Health & Safety Executive or the Local Authority Public Protection Offices

**B: To be completed by the Parent/Carer**

	Forenames	Surname		
Name of Child	<input type="text"/>		Date of Birth	<input type="text"/>
Address	<input type="text"/>			
			Post Code	<input type="text"/>
School	<input type="text"/>			Female/Male

**Declaration by Parent**

- I consent to the employment as set out in this form
- I confirm that my child is medically fit to undertake the proposed employment as outlined above. I also confirm that my child's health, development and ability to obtain proper benefit from his/her education will not be impaired as a result of this employment and that I will monitor closely the effect on the child of any work undertaken.
- I am satisfied with the employer's explanation of the work to be undertaken and that the employer has provided me with a full risk assessment to ensure the highest possible safety of my child.
- I attach a copy of **my child's birth certificate** (together with a copy of the Deed Poll Document if his/her name is different from the birth certificate)

Signature	<input type="text"/>	Print Name	<input type="text"/>	(Mr/Mrs/Ms)
Relationship to Child	<input type="text"/>		Date	<input type="text"/>
Daytime Tel No	<input type="text"/>	Email Address	<input type="text"/>	

**When completed this form and copy birth certificate should be returned by the Employer to;**

Child Employment Officer  
Children's Services Dept.  
P.O. Box 4  
Town Hall  
Municipal Building  
Blackpool  
FY1 1NA

Tel 01253 476578

Email: [childemployment@blackpool.gov.uk](mailto:childemployment@blackpool.gov.uk)

# **EMPLOYER TO RETAIN**

## **CHILD EMPLOYMENT GUIDELINES**

**NOTHING CONTAINED WITHIN THESE GUIDELINES SHALL APPLY TO THE EMPLOYMENT OF A CHILD ARRANGED IN ACCORDANCE WITH "WORK EXPERIENCE" AS DEFINED IN SECTION 560 OF THE EDUCATION ACT 1996**

### **No Child under the age of 13 can be employed**

#### **PROHIBITED EMPLOYMENT...**

**No child of any age may be employed:-**

- A** in a cinema, theatre, discotheque, dance hall or night club, except in connection with a performance given entirely by children;
- B** to sell or deliver alcohol, except in sealed containers;
- C** to deliver milk;
- D** to deliver fuel oils;
- E** in a commercial kitchen;
- F** to collect or sort refuse;
- G** in any work which is more than three metres above ground level or, in the case of internal work, more than three metres above floor level;
- H** in employment involving harmful exposure to physical, biological or chemical agents;
- I** to collect money or to sell or canvas door to door; except under the supervision of an adult;
- J** in work involving exposure to adult material or in situations which are for this reason otherwise unsuitable for children;
- K** in telephone sales;
- L** in any slaughterhouse or in that part of any butchers shop or other premises connected with the killing of livestock, butchery, or the preparation of carcasses or meat for sale;
- M** as an attendant or an assistant in a fairground or amusement arcade or in any other premises used for the purpose of public amusement by means of automatic machines, games of chance or skill or similar devices;
- N** in the personal care of residents of any residential care home or nursing home, unless under the supervision of a responsible adult.

#### **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:**

- A** agricultural or horticultural work;
- B** delivery of newspapers, journals and other printed material;
- C** shop work, including shelf stacking;
- D** hairdressing salons;
- E** office work;
- F** car washing by hand in a private residential setting;
- G** in a cafe or restaurant;
- H** in riding stables;
- I** domestic work in hotels and other establishments offering accommodation.

## **PERMITTED EMPLOYMENT OF CHILDREN AGED 13 AND OVER**

A child aged 13 or over may be employed only in light work

### **RESTRICTIONS ON THE HOURS OF WORK ALLOWED UNDER THE REGULATIONS:**

- A** On a school day no child shall be employed for more than 2 hours. A child may work either for one hour between 7.00 am and the start of school and one hour after school or 2 hours between close of school and 7.00 pm.
- B** No child aged 13 years and up to the maximum school leaving age can be employed for more than 12 hours in any week they are required to attend school.
- C** On Saturdays and non-school weekdays (i.e. school holidays) no child aged 13 and 14 years can be employed for more than 5 hours (at 15 and 16 years no more than 8 Hours) and not before 7am or after 7pm.
- D** In the holidays no child aged 13 and 14 years shall be employed for more than 25 hours a week (at 15 and 16 years no more than 35 hours) and not before 7am or after 7pm.
- E** On Sundays no child shall be employed for more than 2 hours between the hours of 7am and 7pm. This includes any child aged between 13yrs and 16yrs.
- F** A child must not work for more than 4 hours in any day without a rest break of not less than one hour.
- G** A child must have at least two weeks without employment during the school holidays.

### **PLEASE NOTE OTHER LEGISLATION MAY PROHIBIT OR RESTRICT THE EMPLOYMENT OF CHILDREN**

#### **DEFINITION OF TERMS:**

- 1** 'Child' means a person who is not yet over compulsory school age as defined in Section 8 of the Education Act 1996.
- 2** 'Employment' includes assistance in any trade or occupation which is carried on for profit, whether or not payment is received for that assistance. Employment within a family or relative's business requires an application for an Employment Certificate for each child employee.
- 3** 'light' work means work which, on account of the inherent nature of the tasks which it involves and the particular conditions under which they are performed:
  - (a)** is not likely to be harmful to the safety, health or development of children; and
  - (b)** is not such as to be harmful to their attendance at school, their participation in work experience in accordance with Section 560 of the Education Act 1996, or their capacity to benefit from the instruction received or, as the case may be, the experience gained;

#### **PERFORMANCES ON STAGE, TELEVISION, RADIO BROADCASTS, MODELLING AND SPORTING ACTIVITIES**

Any child who takes part in any of the above activities may require a license granted under the Children & Young Persons Act, 1963 and associated legislation and regulations. Advice and application forms can be obtained from the Child Licensing Service:

Tel: 01253 476578

Email: [childemployment@blackpool.gov.uk](mailto:childemployment@blackpool.gov.uk)

**AN EMPLOYER AND ANY PERSON (OTHER THAN THE CHILD) WHO EMPLOYS OR KNOWINGLY ALLOWS A CHILD TO BE EMPLOYED IN CONTRAVENTION OF ANY ENACTMENTS OR LOCAL AUTHORITY BYLAWS IS GUILTY OF AN OFFENCE AND IS LIABLE TO PROSECUTION.**