

THE MORAY COUNCIL – EDUCATION AND SOCIAL CARE

BYE-LAWS RELATING TO THE EMPLOYMENT OF CHILDREN

APPLICATION for a Permit to engage in a permissible part-time job under the Bye-Laws in force in Moray.

PART I – TO BE COMPLETED BY EMPLOYER *(Please read attached notes)*

1. Child's Name
2. School Attended
3. Employer's Name
4. Employer's Address *(please include postcode)*
.....
..... Telephone Number
5. Type of Job offered *(briefly describe what the young person will do)*
6. Where the child will be employed
7. Start date requested End date *(if applicable)*

DAYS TO BE WORKED	HOURS TO BE WORKED <i>(Please clearly state the hours of starting and finishing work)</i>				
	TIMES WORKED (AM)	SUB TOTAL (AM)	TIMES WORKED (PM)	SUB TOTAL (PM)	DAILY TOTAL
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					
TOTAL WEEKLY HOURS WORKED					
DAYS AND TIMES ABOVE TO BE REPEATED? <i>(If yes, please provide dates and times below)</i>			DIFFERENT DAYS AND/OR TIMES REQUESTED? <i>(If yes, please provide details below)</i>		

8. DECLARATION

I confirm that an appropriate risk assessment has been undertaken by me as the employer in respect of the work proposed for this child and I confirm that I have provided the child's parent/guardian with the key findings of the risk assessment in writing.

Employer's Name *(please print)*

Employer's Signature Date

PART II – TO BE COMPLETED BY PARENT OR GUARDIAN (Please read attached notes)

1. Full Name of Parent/Guardian
(Mr, Mrs, Miss, Ms etc)
2. Address of Parent/Guardian
.....
Telephone Number 1 Telephone Number 2 (if applicable)
3. Child's Date of Birth
4. I have read Part I of this form and agree to my child being employed as described in that section. I am satisfied that my child is fit to undertake the job described in Part I.

If there are any concerns about a child's fitness, the parent/guardian should consult their family doctor before signing this form.
5. Signature of Parent/Guardian Date

PART III – FOR SCHOOL OFFICE USE ONLY

(NOTE – MORAY COUNCIL, HQ CAN ISSUE A WORK PERMIT IF REQUIRED DURING SCHOOL HOLIDAYS)

1. Does the job conform with the Bye-Laws?
YES / NO (please delete as appropriate)
2. If no, please state nature of breach
.....

ESP 55

3. TO BE ANSWERED BY HEAD TEACHER OR APPROPRIATE MEMBER OF STAFF

Will the proposed job interfere with the child's schooling?

YES / NO (please delete as appropriate)

If yes, please state the reasons

.....

Signature Job Title

Date

4. Have the parents been invited to the school? ...YES / NO... (please delete as appropriate)
If yes, date of invite
5. Have the parents visited the school? ...YES / NO... (please delete as appropriate)
If yes, briefly describe parents attitude
6. Permit issued? ...YES / NO... (please delete as appropriate)
If yes, go to Q10 and enter permit number. If no, go to Q7
7. Reason for refusal
8. Permit referred? ...YES / NO... (please delete as appropriate)
9. If yes, referred to who
10. Permit number