

Employment of Children

Application for Work Permit



Section 1: To be completed by Employer

Employer's Name:	
Business Address:	Postcode:
Telephone:	
Email:	
Nature of Business:	
Duties to be undertaken by child:	
Place of Work (if different from above):	

Hours of employment excluding meal breaks – state starting and finishing times:

	From.	To.	From.	To.	Total Hours.
Monday.					
Tuesday.					
Wednesday.					
Thursday.					
Friday.					
Saturday.					
Sunday.					
Non-School Days.					

I certify that the appropriate risk assessment has been carried out for the child's employment has been carried out.

Signature of Employer:	
Date:	

Section 2: To be completed by Parent/Carer of Child

If you live with someone other than a parent, proof of guardianship must be provided.

Full Name of Child:	
Address:	Postcode:
Date of Birth:	
School Attending:	
I confirm that I agree to my child's proposed employment. I confirm that my child is fit to undertake the specified job and has no medical conditions which would prohibit employment or be affected by employment.	
Name of Parent/Carer:	
Signature of Parent/Carer:	
Date:	

Section 3: To be completed by Head Teacher

School Class:	
Attendance – current year:	Possible: Actual:
Attendance – previous year:	Possible: Actual:
Will the employment interfere with the child's health, welfare or ability to take full advantage of his/her education?	<input type="checkbox"/> Yes. <input type="checkbox"/> No.
If yes, please give details:	
Comments:	
Name of Head Teacher:	
Signature of Head Teacher :	
Date:	

Please send completed form to: Education, Leisure and Housing, Orkney Islands Council, Kirkwall, Orkney, KW15 1NY.