

**Education Welfare Service  
Employment of Children – Notification by Employer**

In accordance with the Byelaws regulating employment of children made under the **Children and Young Persons Act 1933** as amended by the **Education Acts 1944 to 1962** and the **Children and Young persons Act 1963**.

This form should be completed and returned to: **Education Welfare Service, First Floor Civic Centre, 44 York Street, Twickenham, Middlesex TW1 3BZ Telephone: 020 8487 5479**

**Section 1: (please complete in capitals)**

1. Name of child (surname)..... (first name) .....
2. Date of Birth .....
3. Address .....
4. Parent contact number .....
5. Name of School .....
6. Address of School .....
7. Name of Employer .....
8. Address of Employer .....
9. Employer contact number .....
10. Nature of business .....
11. Nature of employment proposed for child .....
12. Days and times of proposed employment: (a) in term time

Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday		Total weekly hours
From	To	From	To	From	To	From	To	From	To	From	To	From	To	
AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	
PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	

**(b) In holidays.** Please note below any variation from the hours shown; if there will be none please state **“NONE”**

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**11. EMPLOYER:** I confirm that I have undertaken a risk assessment which has been shared with the parent and is available upon request of the local authority.

**SIGNATURE OF EMPLOYER** ..... **Date** .....

Please note it is the responsibility of the employer to inform the local authority the date when a young person ceases to be employed.

**Section 2: to be completed by parent or guardian**

I give my consent to the arrangements proposed in Section 1 above and certify that the child is medically fit to undertake the proposed work.

Please delete as appropriate:

- **The child is not otherwise employed.**
- **The child is already employed:** (please give details of employer and times below)

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I have been informed of the outcome of the risk assessment undertaken by the employer YES / NO

I understand that the local authority will contact my child's school to make enquiries regarding attendance and overall achievement before a permit may be issued.

**Signature of parent or guardian** ..... **Date** .....