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Work permit application form

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# Part 1: For completion by the employer

Employer’s full name: Click or tap here to enter text.

Address (including postcode):

Click or tap here to enter text.

Nature of employer’s business:

Click or tap here to enter text.

Nature of intended employment: Click or tap here to enter text.

Start date: Click or tap here to enter text.

Hours of intended employment (see byelaws)

**Term time**

**Monday**

* From (morning): Click or tap here to enter text.
* To (morning): Click or tap here to enter text.
* From (afternoon): Click or tap here to enter text.
* To (afternoon): Click or tap here to enter text.

**Tuesday**

* From (morning): Click or tap here to enter text.
* To (morning): Click or tap here to enter text.
* From (afternoon): Click or tap here to enter text.
* To (afternoon): Click or tap here to enter text.

 **Wednesday**

* From (morning): Click or tap here to enter text.
* To (morning): Click or tap here to enter text.
* From (afternoon): Click or tap here to enter text.
* To (afternoon): Click or tap here to enter text.

**Thursday**

* From (morning): Click or tap here to enter text.
* To (morning): Click or tap here to enter text.
* From (afternoon): Click or tap here to enter text.
* To (afternoon): Click or tap here to enter text.

**Friday**

* From (morning): Click or tap here to enter text.
* To (morning): Click or tap here to enter text.
* From (afternoon): Click or tap here to enter text.
* To (afternoon): Click or tap here to enter text.

**Saturday**

* From (morning): Click or tap here to enter text.
* To (morning): Click or tap here to enter text.
* From (afternoon): Click or tap here to enter text.
* To (afternoon): Click or tap here to enter text.

**Sunday**

* From (morning): Click or tap here to enter text.
* To (morning): Click or tap here to enter text.
* From (afternoon): Click or tap here to enter text.
* To (afternoon): Click or tap here to enter text.

**School holidays**

**Monday**

* From (morning): Click or tap here to enter text.
* To (morning): Click or tap here to enter text.
* From (afternoon): Click or tap here to enter text.
* To (afternoon): Click or tap here to enter text.

**Tuesday**

* From (morning): Click or tap here to enter text.
* To (morning): Click or tap here to enter text.
* From (afternoon): Click or tap here to enter text.
* To (afternoon): Click or tap here to enter text.

 **Wednesday**

* From (morning): Click or tap here to enter text.
* To (morning): Click or tap here to enter text.
* From (afternoon): Click or tap here to enter text.
* To (afternoon): Click or tap here to enter text.

**Thursday**

* From (morning): Click or tap here to enter text.
* To (morning): Click or tap here to enter text.
* From (afternoon): Click or tap here to enter text.
* To (afternoon): Click or tap here to enter text.

**Friday**

* From (morning): Click or tap here to enter text.
* To (morning): Click or tap here to enter text.
* From (afternoon): Click or tap here to enter text.
* To (afternoon): Click or tap here to enter text.

**Saturday**

* From (morning): Click or tap here to enter text.
* To (morning): Click or tap here to enter text.
* From (afternoon): Click or tap here to enter text.
* To (afternoon): Click or tap here to enter text.

**Sunday**

* From (morning): Click or tap here to enter text.
* To (morning): Click or tap here to enter text.
* From (afternoon): Click or tap here to enter text.
* To (afternoon): Click or tap here to enter text.

You are required by law, under the Health and Safety (Young Persons) Regulations 1997 to complete a risk assessment on the employment that you are offering.

In the assessment you must consider the possible hazards to the new employee. When the risk assessment is completed you must forward a copy of the assessment to the prospective employee with an additional copy to his/her parent or guardian.

**For assistance regarding the risk assessment, please see the attached Byelaws.**

Please tick this box to confirm that a risk assessment has been completed and given to the prospective employee and his/her parent**[ ]**

I confirm that I have read the byelaws attached to this application form.

**Signed:** ……………………………………

**Designation:** ……………………………………

**Date:** ……………………………………

**When completed the employer should return this form to the parent/guardian with the risk assessment.**

# Part 2: For completion by the parent

First names: Click or tap here to enter text.

Surname: Click or tap here to enter text.

Date of birth: Click or tap here to enter text.

Gender: Click or tap here to enter text.

Address:

Click or tap here to enter text.

Postcode: Click or tap here to enter text.

Telephone: Click or tap here to enter text.

School: Click or tap here to enter text.

If your child has a work permit for another employment either:

* return the work permit stating the employment has ceased
* inform the Education Welfare Service that employment is continuing, they will be issued with an additional permit so long as their total working hours do not exceed the legal requirement

Has your child had a work permit before? [ ]

Have you seen a copy of the risk assessment provided by the employer? [ ]

Is there any reason why you think your child maybe unfit to work? [ ]

If so, please state

Click or tap here to enter text.

**I confirm that I have read the byelaws attached to this application form.**

**Signed:** ……………………………………

**Name:** ……………………………………

**Date:** ……………………………………

When completed the form should be returned to:

Education Welfare Service

The Leagrave Centre

Strangers Way

Luton

LU4 9ND