**Application for Employment Permit**

To be completed by the employer and returned to Susie Byrne, Education Learning and Attainment, West Dunbartonshire Council, 16 Church Street, Dumbarton, G82 1QL, within one week of employing the undernoted child.

**Sections A and B to be completed by Applicant (BLOCK CAPITALS PLEASE)**

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| 1. **Employer’s Details**
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| Name: | Telephone Number: |
| Full Address: | Nature of Business: |
| Postcode:  |

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| 1. **Child’s Details**
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| Name: | Date of Birth: |
| Full Address: | School Attending: |
| Postcode:  |

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| **Employment Details** |
| Days | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| Times to be worked |  |  |  |  |  |  |  |
| Numberof hours worked |  |  |  |  |  |  |  |
| Total hours per week |  |  |  |  |  |  |  |

Type of employment:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Duties involved:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| 1. To be completed by Child
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| I understand and accept that the personal details relating to me which are contained within this form, and any further personal information, including medical details, requested and received by the above employer and Education, Learning and Attainment shall be used:1. By the employer for the purposes of the Employment Permit applications, and
2. By Education, Learning and Attainment for the purposes of assessing whether or not the Employment Permit will be granted and for no other purposes whatsoever, unless both my consent and that of my parent/carer has been given for such purposes.

I understand that, in terms of the new Data Protection Act 2018, I am entitled to know what personal information West Dunbartonshire Council hold about me, on payment of fee. Applications should be made to : Education, Learning and Attainment, West Dunbartonshire Council, 16 Church Street, Dumbarton, G82 1QL. |
| Signed: |
| Print Name: |
| Date: |

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| 1. To be completed by Parent/Carer
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| I confirm that, as the person who has parental responsibilities in relation to the above child, I give my approval for my child to be employed in such a capacity. I believe my child to be fit to work.I understand and accept that the information contained within this form and any subsequent information requested and received by Education, Learning and Attainment in respect of the said child’s employment, including medical details, shall be used only or the purposes of assessing whether it is appropriate for an Employment Permit to be granted, and for no other purpose, unless both my consent and that of my child has been given for such purposes.I understand that, in terms of the new Data Protection Act 2018, the said child is entitled to know what personal information West Dunbartonshire Council hold about him/her, on payment of fee. Applications should be made to : Education, Learning and Attainment, West Dunbartonshire Council, 16 Church Street, Dumbarton, G82 1QL. |
| Signed: |
| Print Name: |
| Date: |
| 1. To be completed by Employer
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| I confirm that:1. I have undertaken an appropriate risk assessment and the duties involved are, in my opinion, safe.
2. I have read and understood the byelaws relating to the employment of children and I believe the employment to be lawful.
3. The above child’s health, welfare or ability to take full advantage of his/her education will not be jeopardised.
4. I understand and accept that the information provided by the above child and/or their parent/carer shall be used solely for the purposes of completing the application for Employment Permit in respect of the said child and for no other purposes whatsoever.
5. I understand and accept that the information relating to me, as an employer, contained within this form and any subsequent information requested and received by West Dunbartonshire Council shall be used only for the purposes of assessing whether it is appropriate for an Employment Permit to be granted to the said child, and for no other purposes, unless my consent has been given for such purposes.
6. I understand that, in terms of the new Data Protection Act 2018, I am entitled to know what personal information West Dunbartonshire Council hold about me, on payment of fee. Applications should be made to : Education, Learning and Attainment, West Dunbartonshire Council, 16 Church Street, Dumbarton, G82 1QL.
 |
| Signed: |
| Print Name: |
| Date: |

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| 1. To be completed by the Head Teacher and forwarded to Education Learning & Attainment Section of West Dunbartonshire Council
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| Verification by Head Teacher of age of applicant, report on his/her |
| Stage in School:S1 S2 S3 S4 |
| Attendance last year:Possible: Actual:  |
| General Comments: |
| School: |
| Date:  |
| Signature of Head Teacher:  |