

Child Work Permit



As an employer, we need a **Child Work Permit** to employ a child aged between 13 to 16 years of age. It's illegal to employ a child under 13.

To apply for a work permit, the employer (EMA) must complete an **online application form** for each child they wish to employ within a minimum of 14 working days **before** they begin work.

The application form has 3 parts to it, which must be completed by:

- the employer
- the child's parent or guardian
- the child's school

To complete the online application form, we will need the following information. Please complete this fully and legibly as the submission may fail if any details are not complete and accurate:

Full name of child	
Date of Birth	
Address	
Name of Parent/Carer	
Parent/Carer's phone no.	
Parent/Carer's email address	
Name of Child's School	

EMA to complete	
Details of the Child's job	
Details of the days and hours of the child's employment – please see overleaf.	

Types of work that children can do

Children may undertake 'light work'. This is work that is unlikely to be harmful to the health, safety or development of a child or to their attendance at school.

There are some jobs that **children under 16 cannot do**. They include:

- selling alcohol, unless in a sealed container
- working in a commercial kitchen (this includes washing up, unless the washing up area is separate to the kitchen)
- collecting or sorting rubbish
- working where harmful chemical, biological or physical agents are used
- working in the personal care of residents of any residential care home or nursing home unless under the supervision of a responsible adult

Read [legislation for child employment](#) for more information.

Permitted hours of employment

The hours a child can work will depend on their age. The hours differ for 13 to 14 year olds and 15 to 16 year olds. See the tables for the permitted working times by age.

During school term time	Children aged 13 and 14 years	Children aged 15 and 16 years
Daily maximum (Monday to Friday)	2 hours (of which no more than 1 hour may be prior to the start of school hours)	2 hours (of which no more than 1 hour may be prior to the start of school hours)
Daily maximum (Saturday)	5 hours	8 hours
Daily maximum (Sunday)	2 hours	2 hours
Weekly maximum	12 hours	12 hours
Earliest start time	7am	7am
Latest finish time	7pm	7pm
Is employment during school hours permitted?	No	No

During school holidays	Children aged 13 and 14 years	Children aged 15 and 16 years
Daily maximum (Monday to Saturday)	5 hours	8 hours
Daily maximum (Sunday)	2 hours	2 hours
Weekly maximum	25 hours	35 hours
Earliest start time	7am	7am
Latest finish time	7pm	7pm



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