



at school?
got a job?

Application for permit

Any young person aged under 16 years requires a permit to work part-time or during holidays. Get a leaflet with the rules and take this form to your parent/carer and then to your employer.

A. To be filled in by the young person and his or her parent/carer.

Your Name _____ Date of Birth _____

Home Address _____

Your School _____

Parent/Carer agreement

I give my approval for my son/daughter to take a part-time job in accordance with the Byelaws on the Employment of Children 1998. I also give my consent for my son/daughter to have a medical examination if deemed necessary.

Signed _____ Date _____

B. To be filled in by employer

It is the legal responsibility of the Employer to ensure this application is made

Company/Business/Shop Name _____

Address _____

Phone No. _____

Place of job (if different from above) _____

Duties to be undertaken _____

Days worked _____

Hours worked _____

I certify that the appropriate risk assessment in relation to the employment has been carried out

Signed _____ Date _____

Position in Company/Business/Shop _____

EMPLOYERS: Post this form immediately (within seven days of commencement of employment) to: Children and Young People Support, Education Services, Glasgow City Council, City Chambers, 40 John Street, Glasgow G1 1JL

Further Information

This form should be filled in for any child working or intending to work in the City of Glasgow - regardless of where they attend school. Leaflets and copies of the byelaws are available at city secondary schools, city libraries or from employers. For further information on the Employment Byelaws contact Education Services on 0141 287 7477.

PLEASE NOTE: What we will do with your information

Glasgow City Council is registered under the Data Protection Act 1998. The Council is under an obligation to manage public funds properly. Accordingly information that you provide will be used to ensure all sums due to the Council are paid timeously, e.g. by identifying persons who are non-payers of Council Tax and to improve uptake of Benefits. The information may also be used to prevent and detect fraud. It is also possible that this information may be shared for the same purpose with public bodies, including neighbouring Councils or other organisations, which handle public funds.

The information which you provide on this form will be processed by Glasgow City Council, which is the data controller for the purposes of the Data Protection Act 1998. The personal data that you provide will be used to deal with your correspondence and to let you know what the outcome of this is. The Council will not use your personal data for any other purpose and will not disclose the personal information that you provide to any outside person or organisation except where required to do so by law or with your own consent.

FOR OFFICIAL USE ONLY

School's Agreement

Decision _____

Reasons _____

Signed _____

Position _____ Date _____

Permit Issued _____ (date)

Issued by _____