



Under 16? Got a job?

APPLICATION FOR A WORK PERMIT

Any young person aged under 16 years requires a permit to work part-time or during school holidays.
This applies to all children under 16, even if the work is unpaid.

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SECTION A: To be completed by the employer

Note: it is the legal responsibility of the Employer to make sure this application is made

Employer/Business name: _____

Business Address: _____

Postcode: _____

Place of Work:

(if different from above)

Postcode: _____

Phone number: _____

Email address: _____

Type of employment:

(e.g. café assistant)

Duties to be undertaken: _____

Start date: _____

End date: _____

Days	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Times to be worked							
Break times							
Number of hours per day							
Total hours per week							
Additional information							

I confirm that:

1. A risk assessment has been undertaken for the young person's proposed employment and is available for inspection
2. I have read and understood the Byelaws relating to the employment of children

Employer name and job

title: _____

Signature of employer: _____

Date: _____

Employer: arrange for the young person and their parent/carer to complete sections B and C of this form and for them to return this form to you

SECTION B: To be completed by the young person

Your name: _____ Date of birth: _____
Home Address: _____ Postcode: _____
Your school: _____

Ask you parent/carer to complete section C below, then return the form to your prospective employer

SECTION C: To be completed by your parent/carer

Do you give consent for the employment of your child as outlined in Section A? Yes ☐ No ☐
My child is fit to undertake work as outlined in Section A Yes ☐ No ☐
I am satisfied the employment will not interfere with my child's health, welfare or ability to take full advantage of their education Yes ☐ No ☐

Signature of parent/carer: _____ Date: _____

Employer: please send the completed application form to
the secondary school attended and the school office will issue a work permit.

If the application is being made during school holidays, the completed form should be emailed to
education@moray.gov.uk

If you have any queries please contact Education by telephone 01343 563374, or email education@moray.gov.uk

SCHOOL USE ONLY

Permit Number	
or Reason for Refusal	