

Application for Child Employment Permit

Please read the Guide to Completing Application for Child Employment Permit before completing this form.
Use **BLOCK** letters when filling in the form.

Section 1 Child to be employed

Surname of Child

Given names

Date of birth

Year level at school

Name of school where child is enrolled

Section 2 Name of parent or guardian responsible for the child

Surname

Given names

Address

Postcode

Telephone

Facsimile

Mobile

Email

Section 3 Prospective employer details

Employer name

Trading name

Person responsible for employing child

Employer's relationship to child (if any)

Address

Postcode

Telephone

Facsimile

Mobile

Email

Name of Supervisor(s) (person(s) who will be directly supervising child if other than person responsible for employing child)

If more than 6 supervisors, list on separate page and attach.

1.

2.

3.

4.

5.

6.

Telephone

Facsimile

Which supervisor (if any) is related to child?

Relationship

Section 4 Proposed employment details

Address of proposed employment (if different from employer's address)

Postcode

Industry and type of business

Is the employment part of a Work Experience arrangement under the Education Act 1958? Yes No

Position title

Duties to be performed by child

Agency, if any, through which employment is arranged

If for employment in an advertisement, state name of product or catalogue

Dates for which permit sought from (start date) to (end date)

Employment is proposed during school term during school holidays

Days and times to be worked

Daily hours of employment

Weekly hours of employment

Total remuneration to be paid \$

Is employer's **CONSENT TO CHECK AND RELEASE NATIONAL POLICE RECORD** (with ID and payment) or statutory declaration (if applicable) attached? Yes No

Is each named supervisor's **CONSENT TO CHECK AND RELEASE NATIONAL POLICE RECORD** (with ID and payment) or statutory declaration (if applicable) attached? Yes No

Section 5 Parent or guardian responsible for child

I, (given names)

(Surname)

of, (full address)

apply for a permit to allow (child's name)

to be employed in the proposed manner. I declare that all the information in this application is true and correct to the best of my knowledge.

Signature

Date

Section 6 Prospective employer of child

I, (given names)

(Surname)

of, (full address)

agree to comply with all provisions of the Child Employment Act 2003, regulations and conditions of the permit. I certify that all details I have provided relating to the employment are true and correct.

Signature

Date

Section 7 Principal or Deputy of school at which child is enrolled (to be completed by the Principal or Deputy)

I, (name)

of school

Address

Postcode

Telephone

Facsimile

Mobile

Email

Certify that the child named in this application is enrolled at this school. According to my records, the child's date of birth stated above is correct.

In my opinion, the child's education would / would not * be adversely affected by the employment sought. *Delete applicable words.

Comments (if any)

Signature

Title

Date

Guide to Completing Application for Child Employment Permit

This guide aims to assist parents, employers and schools who are completing the Application for Child Employment Permit.

The Application for Child Employment Permit form contains seven sections:

Section 1	Details of child
Section 2	Details of parent(s)
Section 3	Prospective employer details
Section 4	Proposed employment details
Section 5	Parent signature
Section 6	Employer signature
Section 7	School signature

Following are some notes to assist in answering questions contained on the form.

Sections 1 and 2

Sections 1 and 2 are to be completed by the parent or guardian of the child applying for the permit.

Section 3

Section 3 is to be completed by the prospective employer of the child.

The following guidance is provided to assist in answering some of the questions.

Employer name

Is the name of the employing entity (if other than a sole trader). This could include a company name, partnership or trust, e.g. Coffee Cafe Pty Ltd.

Trading name

Is the registered business name. It is the name the business trades under, e.g. The Coffee Shop.

Person responsible for employing child

Is the name of the individual who causes or permits the child to engage in employment and is the person defined as the employer under the Child Employment Act 2003. This person may have direct supervision or control of the child in the workplace.

Name of supervisor(s)

If the employer will not be the direct supervisor of the child, state the name of the supervisor(s) in the workplace who the employer proposes to use to directly supervise or control the child in the workplace. Any supervisor(s) (other than parents, guardians or extended family members) **who will not themselves be directly supervised by the employer or another person who has undergone a police check** require(s) a police check. Any supervisor who will be under the direct control or supervision of the employer is not required to be included.

Direct supervision involves physical proximity to a child and therefore the capacity for the adult to oversee and control what the child is doing.

If in any doubt about supervision requirements, contact a Child Employment Officer on 1800 287 287.

Relationship to child

This question is asked to determine whether a police check is required as parents, guardians and extended family members (i.e. grandparents, aunts, uncles and siblings) are exempted from this provision.

Industry and type of business

Specify the industry in which the business operates (e.g. hospitality, entertainment, as well as the type of business (e.g. restaurant, advertising agency).

Section 4

Section 4 is to be completed by the prospective employer of the child.

Questions relate to the work to be performed by the child and the arrangement under which it is to be performed.

The following guidance is provided to assist in answering some of the questions.

Position title

State the name of the child's position within the business (e.g. shop assistant, model).

Work experience arrangement

The answer is "yes" if the employment has been arranged as part of a formal work experience arrangement through the child's school.

Duties

List each duty proposed to be performed by the child (e.g. serving customers, making sandwiches, washing dishes, cleaning kitchen).

Agency

This would apply mainly in the entertainment industry.

Dates for which permit sought

If the employment is to be ongoing then a maximum period of 12 months can be applied for. If the permit expires prior to the child reaching 15 years, and employment is to continue, then another permit application will be required. If the period is to be a fixed term then state the starting and finishing dates.

Employment proposed during school term or school holidays

If the employment is ongoing or of fixed term and is during both school term and school holidays then tick both boxes.

Days and times to be worked

Provide details of the hours the child will be rostered to work (e.g. Thurs 6 am – 9 am, Sat 2 pm – 5 pm). If there is likely to be variation, provide details.

Daily hours of employment

Provide details of the number of hours to be worked each day on which the child is rostered (except for work experience and employment in entertainment, the maximum permissible is 3 hours per day during school term and 6 hours per day during school holidays).

Child Employment Act 2003

Weekly hours of employment

Provide details of the total number of hours each week the child will be rostered to work (except for work experience and employment in entertainment, the maximum permissible is 12 hours per week during school term and 30 hours per week during school holidays).

Total remuneration to be paid

Employers should contact their employer organisation or Wageline (1300 363 264) to establish minimum rates and conditions of employment relevant to the child's engagement.

Section 5

Section 5 is to be completed and signed by the parent or guardian of the child. The parent/guardian must agree to the child's proposed employment and confirm that all details provided are true and correct.

Section 6

Section 6 is to be completed and signed by the prospective employer of the child. The prospective employer must comply with the provisions of the Child Employment Act and confirm that all details provided are true and correct.

Section 7

Section 7 is to be completed and signed by the Principal or Deputy Principal of the school attended by the child if any part of the employment falls during the school term (including weekends). A declaration is required as to whether, in the opinion of the Principal or Deputy Principal, the child's education would be adversely affected by the proposed employment. Additional comments may be made.

If employment is during school holidays this section is not required to be completed.

Guide to Completing Consent to Check and Release National Police Record

An employer or supervisor consenting to a police check for the purposes of a Child Employment Permit or Declaration of Suitability must provide consent on the Victoria Police **CONSENT TO CHECK AND RELEASE NATIONAL POLICE RECORD** form.

When completing the CONSENT form, please follow these instructions:

Section 2: Type of Check/Fees

Tick the box "National Name Check".

Section 3: Purpose of Check

Tick the box "Employment, voluntary work or occupation related licensing".

On the next line is the question "Please specify type of position" – Write in this box "employing or supervising a child".

Section 4: Statement of Consent and Indemnity

In the box requesting name and address of organisation / person to whom result is to be sent, the following should be inserted:

Child Employment Officer
Industrial Relations Victoria
Department of Innovation, Industry and Regional Development
GPO Box 4509RR
MELBOURNE VIC 3001

When sending the consent form, a photocopy of the person's driver's licence, passport or birth certificate must be included together with a cheque or money order for the amount of the current fee for a national name check (see section 5 of the CONSENT form), made payable to Victoria Police.

All persons consenting to a police check should read the IRV website page on police checks for more detailed information.

Checklist of Documents to be Returned

- ✓ Completed Application for Child Employment Permit
- ✓ Completed **CONSENT TO CHECK AND RELEASE NATIONAL POLICE RECORD** or statutory declaration by employer
- ✓ Completed **CONSENT TO CHECK AND RELEASE NATIONAL POLICE RECORD** or statutory declaration by each supervisor named on the application
- ✓ A photocopy of each person's driver's licence, passport or birth certificate, and
- ✓ A cheque or money order for the amount of the current fee for a national name check (see section 5 of the CONSENT form), made payable to Victoria Police.

If a police check has been conducted within the last 12 months, a statutory declaration rather than another CONSENT form may be submitted with an application. A statutory declaration by a person must state that he/she consented to a police check in connection with an application for a child employment permit or for a declaration of suitability made within the previous 12 months and that since that time he/she has not been charged with any offence.

A photocopy of a person's driver's licence, passport or birth certificate is not required when a statutory declaration is provided for the person. No payment is required when submitting a statutory declaration.

Mailing address for application

Mail the completed application and all necessary attachments (including cheque/money order payable to Victoria Police) to:

Child Employment Officer
Industrial Relations Victoria
Department of Innovation, Industry and Regional Development
GPO Box 4509RR
MELBOURNE VIC 3001

More information

For more information and advice about the Child Employment Act, visit the IRV website at www.irv.vic.gov.au or contact a Child Employment Officer on telephone number 1800 287 287.