

**Child Employment Act 2003 Application
for
Child Employment Permit
(Industries other than Entertainment)**

Office use only

Department of Economic Development, Jobs, Transport & Resources - Child Employment
Level 16, 1 Spring Street Melbourne VIC 3000
1800 287 287 <http://www.business.vic.gov.au/childemployment>

Lodgement

Please print and complete this form in block letters using a black or blue pen.

If you intend to post or fax this form please use the details provided below:

Department of Economic Development, Jobs, Transport & Resources
Child Employment
GPO 2392
Melbourne VIC 3001

Fax: 03 9651 9703

If you intend to email this form please scan the completed form and send it to the email address provided below:

Email: childemployment@ecodev.vic.gov.au

Do you need to complete this form?

This form is to be completed by the proposed employer of a child/children under 15 years in all industries other than entertainment to apply for a permit to employ that child. The most common industries in which children are employed include: retail, hospitality and delivery work.

Applicant details

If the employer (applicant) is a company please provide the Company/Partnership name below:

Company/Partnership name

If the employer (applicant) is an individual please provide the required data below:

Title	Surname	Given name 1	Given name 2
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Prospective employer

Trading name

If the employer (applicant) has an ABN please provide the number

Business address

Street address

Suburb / Town

State

Postcode

Postal address

Same as business address

PO Box

Street address / Postal address

Suburb / Town

State

Postcode

Business contact details

Please provide at least one phone number

Business phone Mobile Business Fax Email **Officer or company representative**Title Given name 1 Given name 2 Surname Position held **Address** Same as business address

Street address / Postal address

Suburb / Town State Postcode **Officer or company representative contact details**

Please provide at least one phone number

Business phone Mobile Fax Email **Child details****Child information**Surname Given name 1 Given name 2 Date of birth Gender Male Female**Address**

Street address / Postal address

Suburb / Town State Postcode Country (if other than Australia) **Parent/Guardian information**Title Surname Given name 1 Given name 2 Relationship to child (Parent/Legal guardian) **Address** Same as child's address**Street address**Suburb / Town State Postcode Country (if other than Australia)

Contact details

Please provide at least one phone number

Home phone Mobile Email **School information**Is the child home schooled? Yes No

If the child is home schooled, you will need to attach supporting documentary evidence to this application.

If the child is **not** home schooled, you will need to provide information below.School contact (Principal or other) Name of school Street address Suburb / Town State Postcode Phone Number Email **Employment details**Is the employment part of a work experience arrangement under the *Education Training and Reform Act 2006*? Yes No**Intended workplace address of the child** Same as business addressProperty name/Building name Property location/Building location Street address / Postal address Suburb / Town State Postcode Business trade or occupation carried on at the workplace Duties to be performed by the child

Details of any high risk activities (indicators of higher risk may include: working at height or with/near moving equipment or power operated equipment)

Date for which permit sought (maximum of 24 months, or 12 months if any employment may occur during school hours)

From To First date of employment Employment is during School term School holidays BothEmployment is During school hours Outside school hours Both**Intended hours of employment**

Please provide details of intended hours of employment, including days and times to be worked

Total remuneration to be paid

Undertaking

Employer

I, as an officer or representative of the Employer:

- agree to comply with all provisions of the Child Employment Act 2003, the Child Employment Regulations 2014 and all conditions of the permit, and that all details I have provided above relating to the employment are true and correct
- undertake to ensure that the child/children is directly and adequately supervised at all times in the employment by a person who has a current Working With Children check card (unless exempt from the requirement under section 19B of the Child Employment Act 2003)
- agree to comply with all record keeping requirements.

I state that all details I have provided relating to the employment are true and correct. I understand that offences under the Child Employment Act 2003 carry penalties of up to 100 penalty units.

By ticking this checkbox I confirm that I have read and understood all the statements above

Full name of person completing this application (officer/company representative)

Signature of person completing this application

Date

Parent/Guardian responsible for the child

I, _____ (parent's name) consent to my child _____ (child's name) being employed as set out above. I confirm that all the information I have provided in this application is true and correct and that the information will be used to assess the child employment permit application.

Parent signature

Date

Principal

I, _____, Principal of _____ consent to the proposed employment of the child named above.

I confirm that this Application for Child Employment Permit relates to a work experience arrangement under Ministerial Order 382 of the *Education Training and Reform Act 2006*.

Principal signature

Date

Privacy statement

The Department of Economic Development, Jobs, Transport & Resources (DEDJTR) through Employment Information and Compliance is collecting your personal information or the personal or health information of the child named in the form so that it can assess whether it will approve your application for child employment.

DEDJTR might also use this information to contact you again with further or updated information about child employment. DEDJTR will not disclose your personal information or your child's health information without your consent to any person or organisation unless it is allowed to do so by law.

You may choose not to provide your personal information or the personal or health information of the child named in the form. However, this may impact on Child Employment Officer's ability to assess your application or provide further information to you. For more information on how DEDJTR handles your personal or health information, see the DEDJTR privacy statement at www.ecodev.vic.gov.au

Feedback

To provide comments, feedback or suggestions for improvement, please email: childemployment@ecodev.vic.gov.au