

## When can I get a job?

You can work in a regulated job after your 13<sup>th</sup> birthday, but you **must** have a work permit.

## How many hours can I work?

You cannot ever work before 7am or after 7pm. On any day you must not work more than 4 hours without a 1 hour break. On Sundays you can only work for 2 hours between 7am and 7pm.

You must have **2 weeks** free from work during the school year.

## During Term Time

You can work a maximum of 12 hours a week including weekends, with a maximum of 2 hours between 7am and 7pm, but no more than 1 hour before school.

## If you are 13 or 14 ...

You can work up to 5 hours on a Saturday or on any week day during

the school holidays with up to a maximum of 25 hours a week.

## If you are 15 or 16 ...

You can work up to 8 hours on a Saturday or on any week day during the school holidays with up to a maximum of 35 hours a week.

## What kind of jobs can I do?

You can do many jobs so long as they are 'light duties' only. Those included are:

- Working in a shop
- delivering newspapers,
- working in hairdressing salons
- working in an office
- working with animals
- light cleaning jobs.

## What kind of jobs can I not do?

Some jobs are illegal for all children and you cannot do any of the following jobs:

- Work in a pub (except washing up or serving food)
- Work in factories or any industrial undertaking

- Work in a commercial kitchen cooking or food preparation (Chip Shop, takeaway or restaurant)
- Collecting money door-to-door
- Work more than 3 metres above the ground

There are other prohibited jobs and you must not be employed at any time during your normal school day.

These rules apply to jobs in a business, even if you don't get paid. This includes working in a parents' business. The rules do not apply to jobs like babysitting or dog walking or anything else for family or friends where the child is self employed.

***These rules apply until the last Friday in June of Year 11, they don't finish as soon as you are 16.***

## What you employer must do.

When you get a job, your employer must undertake a Risk Assessment and give a copy to your parent/carer and must ensure you get a work permit.



**OXFORDSHIRE  
COUNTY COUNCIL**

Employing you without a work permit is an offence and your employer may be prosecuted. You may also not be covered by the employer's insurance if you are illegally employed.

You can get a work permit application form from The Attendance and Engagement Team. The form needs to be completed by the Employer offering you the job and your parent/carer and returned to The Attendance and Engagement Team. If everything is all right, you will be issued with a work permit and can then start work.

### **Where can I find help?**

Contact Sue Collington, The Licensing Officer on:-

Telephone: 01865 323513

Email:

[childperformancelicence@oxfordshire.gov.uk](mailto:childperformancelicence@oxfordshire.gov.uk)

Or The Attendance and Engagement Team on:-

Telephone: 01865 323513

## **Attendance and Engagement Team**

## **Got a Part Time Job?**

***Make sure you are not employed  
illegally.***

***There are some important things  
you should know.***