

CHILD EMPLOYMENT PERMIT APPLICATION

PLEASE PRINT CLEARLY / COMPLETE SECTIONS FULLY / SEE REVERSE FOR INSTRUCTIONS

DATE OF APPLICATION: _____

- 1) Full name of child: _____
Mailing address: _____ City/Town: _____
Postal Code: _____ Daytime Telephone (for parents): _____
Date of Birth: _____ (Day/Month/Year)
- 2) Business name of prospective employer: _____
Contact person: _____ Telephone: _____ Fax: _____
Mailing address of employer: _____
City/Town: _____ Postal Code: _____
- 3) Type of business: _____ Hours of business operation: _____
- 4) Employment start date: _____ Rate of pay: _____
- 5) Description of work child will perform:

- 6) Child's work schedule during school year (start/end time, days of week): _____
Child's work schedule during school break (start/end time, days of week): _____
Will the child work these hours?
a) More than 8 hours/day or 40 hours/week during school break: Yes _____ No _____
b) More than 20 hours/week during school year: Yes _____ No _____
c) Past 9 PM: Yes _____ No _____ If Yes, confirm how the child will get home: _____

This personal information is being collected under the authority of *The Employment Standards Code*.
It is protected by the protection of privacy provisions of *The Freedom of Information and Protection of Privacy Act*.
If you have any questions about this collection of information, please contact the Manager of Client Services,
604 - 401 York Ave. Wpg MB 945-3352 or 1-800-821-4307

- 7) **Child:** If hired, I agree to abide by any special conditions contained in the Permit.
Signature: _____
- 8) **Parent/Guardian:** I hereby certify that I am the _____ of the applicant, that the particulars of birth are true and correct and I support the application.
Name: _____(Please print) *Signature:* _____
- 9) **Employer:** I hereby certify that the particulars herein stated are true and correct and, should the child be hired, I agree to abide by any special conditions contained in the Permit and ensure the child only performs the approved job duties.
Name: _____(Please print) *Signature:* _____
- 10) **Principal:** I confirm that I am the principal of _____ School and that the school does not have any immediate concerns with this child working the hours specified on this application, during the school year.
Telephone: _____ *Signature:* _____

INTERNAL USE ONLY:

DATE: _____

APPROVED

NOT APPROVED

PERMIT #: _____

VALIDATION: _____

For the Director of the Employment Standards Branch

LAWS GOVERNING EMPLOYMENT of CHILDREN in MANITOBA

- *The Employment Standards Code* of Manitoba regulates conditions of employment and sets minimum ages for employment.
- Under the Code, no child under the age of 16 years shall be employed except with the written permission of the Director of Employment Standards and in accordance with the permit issued by the Department of Labour.
- The Code also stipulates that no child under the age of 18 years shall be permitted to work alone between the hours of 11:00 p.m. and 6:00 a.m. or in the following industries: forestry, saw or pulp mills, confined spaces, underground in mines or on the face of open pit quarries, or in asbestos abatement and removal.
- No child under the age of 18 years shall be employed under these circumstances or in these industries except with the written permission of the Director of Employment Standards and in accordance with the permit issued by the Department of Labour.
- Children in Manitoba are protected by legislation from engaging in work that would constitute a threat to their health or education. The director will not issue a Child Employment Permit if the safety, health or well-being of the child is likely to be badly affected.
- Employers and employees are subject to all Acts and Regulations pertaining to labour, workplaces and employment standards. A child who is permitted to work has all the same rights as other employees.
- Other provincial legislation may affect the employment of youths. It is the employer's responsibility to know the legislative protections that are specific to children in the workplace.
- A Child Employment Permit is not transferable to employment by an employer that is not specified on the Permit, or to work that is not approved.
- For further information, contact the Employment Standards Office at 945-3352 or 1-800-821-4307 (Toll Free). Or visit our website:
<http://www.gov.mb.ca/labour/standards>.

INSTRUCTIONS FOR COMPLETING THIS APPLICATION

The following information and instructions correspond to the numbered sections on the front of this form.

- 1. & 2.** *Full mailing addresses are required. The Permit and important information will be mailed.*
- 2.** *This section is for the future employer to complete. Permits can only be issued after the terms & conditions of work are set.*
- 4.** ***Employment must not begin until a permit has been approved.***
- 5.** *Duties the child will be performing will be listed on the Permit. A Permit will not be issued for work in surroundings considered harmful to a child's health, safety or well-being.*
- 6.** *Total hours of work per day/week and start/end time are considered in the overall health and well-being of the child. Please indicate as accurately as possible.*
- 9.** *Permits are only issued for work considered to be within the mental & physical capacity of a child and where there is no disadvantage to the child's health, safety or well-being.*
- 10.** *During a school year, the school principal's signature is needed on the completed application to confirm that the proposed employment schedule will not interfere with school work.*

Please fax, mail or bring the completed application to the Employment Standards Branch:

*604 – 401 York Avenue
Winnipeg MB R3C 0P8*

Fax: 948-3046

Tel : 945-3352 or 1-800-821-4307

Labour and Immigration

Employment Standards
604-401 York Avenue, Winnipeg, Manitoba, Canada R3C 0P8
T 204-945-3352 F 204-948-3046
www.manitoba.ca/labour/standards email : employmentstandards@gov.mb.ca

Restaurants: Terms and Conditions of Youth Employment

When applying for employment with a Manitoba restaurant, children age **14** and **15** are eligible to use the expedited Child Employment Permit process. The employing restaurant must submit a completed child employment permit application, including a list of job duties and the appropriate signatures along with this completed form to the Employment Standards Branch. Children **under age 14 years old** are not eligible to be considered for the expedited permit process but can submit an application and can be considered under regular processing guidelines.

The employing restaurant shall be aware that young workers:

- tend to think they're invincible (it won't happen to me)
- are not always aware of the risks of their jobs or what they need to do to protect themselves
- may be eager to impress an employer and may not ask questions for fear of losing their job or appearing incapable.

For each child under 16 years old the employing restaurant will:

- Review the written safety program required by the Workplace Safety and Health Act
- Provide training to young workers as required in the written safety program.
- Provide direct supervision by someone deemed competent related to the task they are supervising.
- Ensure children under 16 years old do not work alone.
- As required by the Employment Standards Code, not allow the child to work between 11:00pm and 6:00 am and not more than 20 hours per week while school is in session. When school is not in session the 20 hour limit is removed.
- Not allow the student to work when they should be in school.
- If the child is employed when school is not in session (summer) ensure that an updated application, with the principal's signature is submitted to Employment Standards if employment is to continue when school is in session.
- Ensure full compliance of the Employment Standards Code.

Children **under 14 years old** can not use the expedited permit process to receive a permit. They should apply with a regular permit application and Employment Standards staff will follow up with parents and/or the employer if necessary.

Child's Name: _____

Restaurant Location (s): _____

Manager's Name: _____

Alternate Contact: _____

Manager's Contact information (phone, Cell, Fax or email)

Phone: () _____ **Fax:** () _____ **Email:** _____

Manager Signature: _____

I hereby certify that the particulars herein stated are true and correct and, I agree to abide by the terms and conditions noted above.

Date: _____

**PLEASE FAX OR EMAIL THIS FORM AND THE COMPLETED CHILD EMPLOYMENT PERMIT APPLICATION TO:
Employment Standards 204-948-3046 employmentstandards@gov.mb.ca**