

**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/Yr) e-mail (to confirm permit): \_\_\_\_\_
- 2) Business name of prospective employer: \_\_\_\_\_  
Contact person: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Mailing address of employer: \_\_\_\_\_ City/Town: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ e-mail (to confirm permit): \_\_\_\_\_
- 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:* \_\_\_\_\_

**INTERNAL USE ONLY:**

DATE: \_\_\_\_\_

APPROVED

NOT APPROVED

PERMIT #: \_\_\_\_\_

VALIDATION: \_\_\_\_\_

*For the Director of the Employment Standards Branch*

## Employing Children in Manitoba

- *The Employment Standards Code* of Manitoba sets
  - minimum ages for employment of children
  - conditions for employment of children
- No child under 16 may be employed without a permit from the Director of Employment Standards. The child and employer must then follow the conditions set out on the permit.
- No child under 18 may work alone between the hours of 11:00 p.m. and 6:00 a.m. or in certain places without a special permit from the Director. These are:
  - forestry industry
  - saw or pulp mills
  - confined spaces
  - underground mines
  - open pit quarries
  - asbestos abatement and removal
- Children in Manitoba are protected by law from doing work that might harm them or interfere with their education.
- A child who is permitted to work has all the same rights as other employees.
- The employer is responsible for knowing and following all the laws that apply to children in the workplace.
- A Child Employment Permit applies only to:
  - the employer and employee named on the permit
  - the work specified on the permit
- For further information, contact the Employment Standards Office at:
  - 945-3352 or 1-800-821-4307 (Toll Free)
  - <http://www.gov.mb.ca/labour/standards>.

### **The information below will help you to fill out the application:**

- Full mailing addresses are needed because the Permit and important information will be mailed. Email addresses are used as a quick way to confirm the Permit has been approved.
- The section 2 must be filled out by the future employer. A Permit can only be given after all the terms and conditions of the work are set.
- **Work must not begin until a permit has been approved.**
- The employer must list all the work duties in section 5 (e.g. stock shelves, clear tables, work the cash tills, sweep, collect carts from outside, etc.) The permit will only apply to the duties that are listed, and a permit will not be given for work that might harm the child.

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

## Employment Standards

604-401 York Avenue, Winnipeg, Manitoba, Canada R3C 0P8

T 204-945-3352 F 204-948-3046

[www.manitoba.ca/labour/standards](http://www.manitoba.ca/labour/standards) email : [employmentstandards@gov.mb.ca](mailto:employmentstandards@gov.mb.ca)

# Manitoba



Labour and Immigration

## 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.
- ✓ 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](mailto:employmentstandards@gov.mb.ca)**