



**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 Employment Standards*

## 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 Employment Standards 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:

604 – 401 York Avenue  
Winnipeg MB R3C 0P8

Fax: 948-3046  
Tel : 945-3352 or 1-800-821-4307