

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