

**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*