



**Request for School Exemption (Section A) and Authorisation for Employment of Minors (Section A and B) (16+)**

Date of Application .....

**Section A**

**This declaration has to be filled in by both PARENTS** (In case of difficulty contact Student Services Department, Education Psycho-Social Services, Social Work Service, Fra Gaetano Pace Forno Street, Hamrun HMR 1100; ☎ 21243523)

We the undersigned, Mr ..... and Mrs ..... parents of ..... residing at ..... would like to ask permission for our son/daughter to be exempted from school: permanently  or temporarily  [mark where applicable]

**Details of the Student:**

I.D. Number..... Date of Birth: .....

School: ..... Form: .....

**I confirm that the student attends this school:**

.....  
Signature of Head of School

.....  
School Stamp

**Reasons**

To take up employment as indicated in Section B

A. During school hours  B. After school hours  C. Summer Work

From ..... to .....

**We, the undersigned, understand our responsibilities as parents with regards to the implications of this application**

.....  
Signature of Father/Legal Guardian

.....  
Signature of Mother/Legal Guardian

I.D.Number .....

I.D. Number .....

In case of legal custody indicate reference number of Court Decree .....

**For Office Use ONLY:**

Director General, Directorate for Educational Services:

does not approve this application

does not object to this application covering the following period:

temporary - from ..... to .....

permanent

Signature and stamp of the Director General, Directorate for Educational Services.....

**Section B**

This part has to be filled in by the prospective **EMPLOYER** of the student.

I the undersigned, declare that I am willing to employ Mr/Ms .....

I.D.Number ..... as (indicate title of employment/designation) .....

The work consists of: .....

.....

with the company / undertaking ..... (PE Number.....)

Address of the company / undertaking: .....

Place of Work (if different from above, the address where the employee will be carrying out his duties) .....

.....

When the authorisation for employment is issued I will abide by the legal obligations listed below:

- Manpower Records (Commencement or Termination of Employment) Regulations (**Legal Notice 110 of 1993**)
- Young Persons (Employment) Regulations (**Legal Notice 440 of 2003**)
- Occupational Health and Safety Authority Act (**Chapter 424**)
- Social Security Act (**Chapter 318**)

..... I.D. Number .....

(Signature of Employer)

Date:.....

**Name and Surname of Employer** .....

**Position: -.**

E-mail:..... Telephone: .....

**N.B. The filled in application form needs to be presented by at least one of the parents at the school of the student concerned.**

**Documents required:**

1. I.D. Cards of both parents
2. Birth Certificate only if the student does not have Maltese Citizenship
3. School Leaving Certificate (where applicable)

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**Privacy: According to the Data Protection Act (Chapter 440), all the information being requested is necessary for the fulfilment of the processing of the school exemption and authorisation for employment of minors. In those instances where the school exemption is required for employment purposes, then such information will be forwarded to the Ministry of Education, the Department of Industrial and Employment Relations, the Employment and Training Corporation, the Health & Safety Authority, and the Department for Social Security. The data subject has the right to view and amend one's personal data. Any query relating to privacy has to be addressed to the Director for Student Services, Student Services Department, Directorate for Educational Services, Floriana VLT 2000.**