



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

Date of Application

PLEASE FILL IN CAPITAL LETTERS

Section A

This declaration has to be filled in by both PARENTS/LEGAL GUARDIANS (In case of difficulty contact the National School Support Services, Fra Gaetano Pace Forno Street, Hamrun HMR 1100; ☎ 25983494 / 25983488)

We the undersigned, Parent 1 and Parent 2
Parents of residing at
E-mail Telephone.....
request that our son / daughter be given the necessary permits to be able to work. We understand our responsibilities as parents / legal guardians with regards to the implications of this application.
Signature of Parent 1/Legal Guardian Signature of Parent 2/Legal Guardian
I.D. Number I.D. Number .
In case of legal custody indicate reference number of Court Decree

Details of the Student:
I.D. Number. Date of Birth
School
Form V completed [] Form V not completed []
I confirm that the student attended / attends this school:
Signature of Head of School School Stamp

Fill in only if Form V is NOT completed
To take up employment as indicated in Section B, permanently [] temporarily []
A. During school hours [] B. After school hours [] C. Summer Work []
From to

For Office Use ONLY in cases where Form V is NOT completed:
Director General, National School Support 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, National School Support Services.....

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. In those instances where the school exemption is required for employment purposes, then such information will be forwarded to the Ministry of Education and Employment, the Department of Industrial and Employment Relations, Jobsplus, OHSa, and the Department for Social Security. The data subject has the right to view and amend one's personal data. For any query relating to privacy kindly contact the DIER on 21224245/6 or info.dier@gov.mt.

Section B

This part has to be filled in by the prospective EMPLOYER of the student who is UNDER SIXTEEN YEARS of age. (In case of difficulty contact the Department of Industrial and Employment Relations, 121, Melita Street, Valletta VLT 2000; ☎ 2122 4245/6)

I the undersigned, declare that I am willing to employ (name of child)

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)

.....

I declare that the information herein provided is true and correct to the best of my knowledge, and is being given in terms of the Employment and Industrial Relations Act (Cap 452) and the Young Persons (Employment) Regulations (S.L. 452.92).

I declare that I have carried out a risk assessment in terms of the Occupational Health and Safety Authority Act (Cap 424), and any other relevant health and safety legislation which may be in force from time to time, and as required by the Protection of Young Persons at Work Places Regulations (S.L. 424.10). I declare that the aforementioned assessment shows that such activities are not likely to be harmful to the safety, health or development of the child.

I declare that the risk assessment is available at the Company's premises at the disposal of any person carrying out any inspection. I declare that the employee will be informed of the risks involved and the measures required to be taken. He/she shall be trained and supervised while performing the task/s assigned.

I understand that giving false or incomplete information can result in being charged with a crime, which can include penalties of a fine, imprisonment, or both.

- 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)

Name and Surname of Employer

Position Date

E-mail Telephone

N.B. If Form V is completed, the filled in application form needs to be presented by at least one of the parents at the Department of Industrial and Employment Relations, 121, Melita Street, Valletta VLT 2000.

- Documents required:**
1. Photocopies of I.D. Cards of both parents
 2. Birth Certificate only if the student does not have Maltese Citizenship
 3. School Leaving Certificate (required in cases where the application form is not stamped by the school)
 4. Where applicable the Court Decree that indicates who has care and custody of the minor

For Official Use ONLY

According to Legal Notice 440 of 2003 the Director of Industrial and Employment Relations

does not approve this application

does not object to this application

Signature and stamp of the Director of Industrial and Employment Relations