



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 (In case of difficulty contact the Directorate for Educational Services, Student Services Department, Fra Gaetano Pace Forno Street, Hamrun HMR 1100; ☎ 21243523/21225943)

We the undersigned, Mr and Mrs
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 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

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, 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 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 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**)

.....
(Signature of Employer)

I.D. Number.....

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 Directorate for Educational Services, Fra Gaetano Pace Forno Street, Hamrun HMR 1100.

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. *Risk Assessment* provided by the *Employer* regarding the work that will be carried out by the student.
5. *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

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, 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 Department of Industrial and Employment Relations, 121 Melita Street, Valletta VLT 2000 (or call on 21224245/6)