This form has three sections.

1. The first section is for the employer to provide information to a parent/guardian about the proposed employment of their child.  
     
   A child may only start employment if the employer has obtained written consent of the parent/guardian.
2. The second section is for a parent/guardian to give consent for their child to be employed.
3. The third section is a privacy statement which must be completed by the parent/guardian and acknowledged by the employer.

The employer must:

hold a valid entertainment or general licence to employ children.

treat all information provided confidentially in keeping with any obligations under Victorian and Commonwealth privacy laws.

keep a record of the consent for a period of 12 months after the expiry of the licence to which the record relates.

# Section 1: Employer to complete

## Company information

Legal name: Company name or, if the employer is an individual or trustee, their full name

Trading name: Click or tap here to enter text.

ABN/ACN: Click or tap here to enter text.

Child employment licence number: Click or tap here to enter text.

Description of the business: Click or tap here to enter text.

Business address: Click or tap here to enter text.

Postal address (if different from above): Click or tap here to enter text.

Primary contact number: Click or tap here to enter text.

Secondary contact number: Click or tap here to enter text.

Email: Click or tap here to enter text.

## Company representative

Full name: Click or tap here to enter text.

Position, i.e., job title: Click or tap here to enter text.

Business address: Click or tap here to enter text.

Primary contact number: Click or tap here to enter text.

Secondary contact number: Click or tap here to enter text.

Email: Click or tap here to enter text.

## Employment details

Role and duties or activities the child will undertake: Click or tap here to enter text.

Potential hazards relating to the child’s work: Click or tap here to enter text.

Address where the child will work: Click or tap here to enter text.

The employment will be: Choose an item

**Intended days and hours of employment**

**Start date:** Click or tap to enter a date.

**End date (if known):** Click or tap to enter a date.

Monday - proposed work hours

Tuesday - proposed work hours

Wednesday - proposed work hours

Thursday - proposed work hours

Friday - proposed work hours

Saturday - proposed work hours

Sunday - proposed work hours

Are the intended days of work variable?  Yes  No

**Intended total hours of employment**

Daily: Click or tap here to enter text.

Weekly: Click or tap here to enter text.

Are the intended hours of work variable?  Yes  No

Note: A person must not employ a school aged child during school hours on any school day unless they have been granted an exemption from attendance at school under section 2.1.5 of the Education and Training Reform Act 2006.

# Section 2: Parent or guardian to complete

## Child information

Full name: Click or tap here to enter text.

Date of birth: Click or tap to enter a date.

Gender: Choose an item.

Home address: Click or tap here to enter text.

Is the child of minimum school age?  Yes  No

Is the child home schooled?  Yes  No

## Parent/guardian information

Full name: Click or tap here to enter text.

Relationship to child: Click or tap here to enter text.

Home address: Click or tap here to enter text.

Primary contact number: Click or tap here to enter text.

Secondary contact number: Click or tap here to enter text.

Email: Click or tap here to enter text.

## Declaration

I, Click or tap to enter parent/guardian full name,   
consent to my child, Click or tap to enter child’s full name,  
being employed as set out above. I confirm that all the information I have provided in this application is true and correct and that the employer has provided me with information on the details and duties of the proposed employment.

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Click or tap to enter a date.

# Section 3: Both parties to complete

I/We, as parents/guardians of the child being employed, acknowledge:

The information provided in this form may be viewed and used by the employer named in section 1 and other appropriate persons who have responsibility for the child while they are working.

The information may also be viewed by, or a copy provided to authorised officers under the Child Employment Act 2003 for the purpose of ensuring compliance with the Child Employment Act 2003, the Child Employment Regulations 2014, and the Mandatory Code of Practice for the Employment of Children in Entertainment as relevant to the circumstances of the employment of the child.

The information contained in the form will not be provided to any other person (other than to the authorised officers under the Child Employment Act 2003) without the consent of the parent/guardian or used for any purpose other than ensuring the well-being of the named child.

After the required period of retention by the employer (section 18B of the Child Employment Act 2003), this form will at the parent's/guardian's option be returned or securely destroyed.

## Parent acknowledgement

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Click or tap to enter a date.

I agree to the employer securely destroying this form

I request that the form be returned to me

## Employer acknowledgement

Date received: Click or tap to enter a date.

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Click or tap to enter a date.