

APPLICATION TO VARY MAXIMUM HOURS AND REST BREAKS

OFFICE USE ONLY

LODGEMENT

Please print and complete this form in block letters using a black or blue pen and return it to
Wage Inspectorate Victoria:

Post: GPO 4912, Melbourne VIC 3001

Email: childemployment@wageinspectorate.vic.gov.au

Fax: 03 9651 9703

DO YOU NEED TO COMPLETE THIS FORM?

This form may be used to request a variation to a child's maximum employment hours and rest breaks as specified in sections 21 & 22 of the *Child Employment Act 2003*. This form applies to all industries other than the entertainment industry.

Section 21 of the *Child Employment Act 2003* prescribes a child's maximum hours of work and the hours during which they can work.

Section 22 of the *Child Employment Act 2003* prescribes the length and frequency of a child's breaks as well as the minimum rest break between any two shifts.

DO YOU NEED TO COMPLETE THIS FORM?

Employer

Name of officer/company representative making the request

Title

Surname

Given name 1

Given name 2

Contact details

Please provide at least one contact number

Business phone

Mobile

After hours phone

Fax

Email

EMPLOYMENT DETAILS

Child information

Surname

Given name 1

Given name 2

Child permit number (if applicable)

Position held by child

☐

Full time

☐

Part time

☐

Casual

Duties of child

Parent/Guardian information

Title

Surname

Given name

Relationship to child

Contact details

Please provide at least one contact number

Business phone

Mobile

Fax

Email

Request details

This request relates to

☐

Hours of work

☐

Rest breaks

Change/s requested

Please state the reason/s for requesting changes to employment hours and/or rest breaks

The change is

☐

Ongoing

Please state period:

From

To

☐

One occasion only

ACKNOWLEDGEMENT

I understand and acknowledge that:

- The information provided in this application is true and complete to the best of my knowledge
- Wage Inspectorate Victoria, receiving this information, may refuse this application if it becomes evident that information or any supporting document provided is incomplete or false.

☐ By ticking this box I confirm that I have read and understood all the statements above.

Full name of person completing this application (officer/company representative)

Signature of person completing this application

Date

Privacy statement

Wage Inspectorate Victoria is collecting your personal information so that it can assess your application to vary the maximum hours for which you employ a child and/or vary the length and frequency of the employed child's rest breaks, for the purposes of a permit issued under the *Child Employment Act 2003*. The Wage Inspectorate might also use this information to contact you again with further or updated information about child employment. The Wage Inspectorate may also use this information for statistical, research or law enforcement purposes or in any other manner permitted under the *Privacy & Data Protection Act 2014*. The Wage Inspectorate will not disclose your personal information without your consent to any person or organisation unless it is allowed to do so by law. You may choose not to provide your personal information. However, this may impact our ability to assess and/or investigate your claim or provide further information to you. For more information on how the Wage Inspectorate handles your personal or health information, or to find out how you can access the information that we have about you, see our Privacy Policy at vic.gov.au/privacy-vicgovau or contact our privacy officer at privacy@wageinspectorate.vic.gov.au.

ADDITIONAL INFORMATION

Please apply for the variation required with sufficient time for assessment by a Child Employment Officer to avoid your application being refused.