



CSCS SMARTCARD APPLICATION FORM

For Craft and Operative level occupations

Authorisation code
(See reverse of form for use)

SECTION A - Your Details - please complete this section

A1 Your details:

Title

Surname

Family name

Forename

Given name

Home Address

Postcode

E-mail address:

PHOTO

You must attach a passport style photograph here if you have not passed the CITB Health, safety and environment test within the last 2 years, visit www.cscs.uk.com/test for the Health and Safety requirements

CSCS Registration No. (if known)

National Insurance No.

Date of Birth - -

DD MM YYYY

Home/Work Telephone Number

Mobile Number

We may contact you on the numbers above if there is a query with your application

A2 I confirm that I meet: current CSCS Health & Safety requirements yes ******(We do not require a copy of your Health, safety and environment test pass letter see reverse for information).

A3 Send my card to: my home address The company address in section C
a different address, which is:
 Postcode

**A4 I confirm to the best of my knowledge the information above is correct and I agree to comply with the CSCS Scheme rules as laid out in the CSCS Scheme booklet. I understand and agree that the information on this form will be used by CITB and CSCS Ltd for the purposes of administering the CSCS Scheme, this may include passing on information to Employers or Training Providers and for this purpose, your data may be entered onto a secure database accessible via a website.
Please note that all application fees are non-refundable. If your application is incomplete you will be given 90 days to resolve any issues. Any applications returned after 90 days will be subject to an additional £30.00 non-refundable application fee.
We may contact you by mail, telephone or e-mail to let you know about other goods or services or promotions which may be of interest to you. Please tick this box if you wish to receive such information from us.**

Your signature: Date: - - Please send VAT receipt
DD MM YYYY

SECTION B - Occupation & Card Details - please complete this section

CSCS Occupation Title:

Your occupation must be one as listed on the CSCS website: www.cscs.uk.com/occupations as titles vary e.g. The CSCS occupation title for a groundworker is a General Construction Operative
Please tick **one** box from section 1 and **one** box from section 2. N.B - Don't forget to attach any necessary evidence - see overleaf.

1. Card Type

New Renewal Duplicate

2. Skilled Cards

NVQ/SVQ level 2 or 3 Approved Apprenticeship Experienced Worker (Temporary Card - see reverse)

Industry Accreditation Employer Apprenticeship

Other Craft & Operative Cards

Labourer Provisional (Temporary card) Basic Level Card (NVQ/SVQ Level 1)

Construction Site Visitor Trainee Construction Related Occupation (CRO) Code: (if known) _____

NVQ/SVQ Unit card Apprentice

SECTION C - Declaration - a current/previous employer or CSCS card holder must complete this section - ONLY REQUIRED IF APPLYING FOR THE CONSTRUCTION RELATED OCCUPATION (CRO) CARD OR IF A VAT RECEIPT IS REQUIRED PLEASE COMPLETE EMAIL ADDRESS

By completing and signing the declaration below, I certify that:
• The applicant meets the requirements for the Construction Related Occupation (CRO) card.

PLEASE ENSURE THIS BOX IS FULLY COMPLETED (The applicant cannot complete this section)

Employer name (if applicable):

Address:

Signature:

Print name:

Postcode Telephone number:

Date CSCS Registration Number (if applicable):

Email address (for VAT receipt):

Section D - Card requirements

Details of evidence required for craft & operative cards:

Skilled Cards

Approved Apprenticeship - a copy of your completion certificate or other proof of completion. (See Important Notes)

Employer Apprenticeship - a letter from the employer you served your apprenticeship with, stating your name, occupation and completion date, and a copy of your full City & Guilds Craft or Advanced Craft certificate. (See Important Notes)

S/NVQ level 2 or 3 - a copy of your *NVQ or SVQ certificate level 2 or 3 certificate. (See Important Notes)

Industry Accreditation - (only available for a limited number of occupations). (See Important Notes)

Experienced worker cards - this card is issued on a temporary basis, while a Construction related NVQ or SVQ is being achieved. It is expected to be replaced by a skilled five year card on achievement of the appropriate NVQ or SVQ. The card is available to everyone with on the job experience (normally at least one year in the last three), but who missed the industry accreditation opportunity. Evidence of registration onto the NVQ or SVQ is required with the application, this card is not renewable. (See Important Notes)

Other Craft & Operative cards

N/SVQ unit card - proof of achievement of the relevant *NVQ or SVQ units. (See Important Notes)

Labourer card - applicants must have achieved the Level 1 Award in Health and Safety in a Construction Environment (or approved alternative), further information is available at www.cscs.uk.com/greencard. A declaration is not required in Section C for this card. (See Important Notes)

Basic Level card - a copy of your *NVQ or SVQ level 1 certificate. (See Important Notes)

Trainee card - proof of registration onto an *NVQ or SVQ or other registered Construction related qualification, this card is not renewable. (See Important Notes)

Construction Related Occupations (CRO) card - you must know the full occupation title of the card you are applying for, or the occupation code. Your employer is signing to confirm you work within the occupation being applied for. This card will be valid until 30th September 2017, by the expiry of this card the applicant will be required to either have registered for or have achieved a qualification relevant to their occupation. Visit www.cscs.uk.com/cro for further information. This card is not renewable. (See Important Notes)

Provisional (Temporary Card) - this card is for new entrants to the Industry who have not previously held a CSCS card, this card is not renewable. (See Important Notes)

Apprentice card - this card is for applicants registered on an Apprenticeship Framework, this card is not renewable. Evidence of Apprenticeship registration is required with the application. (See Important Notes)

Construction Site Visitor - this card is for applicants that need to visit Construction Sites but not carry out any Construction duties on site. A declaration is not required in Section C for this card. (See Important Notes)

Renewals - no other proof is required. (See Important Notes)

Important Notes

The CITB Health, safety and environment test must have been passed at the appropriate level within 2 years of making your application. Confirmation of this test will be stored on the CITB database. If you do not know the level of test you require visit our website at www.cscs.uk.com/occupations or call **0344 994 4777** to find out the level of test required. Further information on the Health and Safety requirements can be found at www.cscs.uk.com/test

Section E - Check list for returning application forms

IF YOU HAVE NOT ALREADY DONE SO RING 0344 994 4777 TO FIND OUT HOW YOU CAN GET A FASTER SERVICE.

Quick Check List

Before returning your application please ensure that you have:

Completed Section A with your details, attached a photograph and signed and dated the form.	
Indicated your occupation and which card type you require in Section B.	
Ensure your employer has completed Section C if applying for the Construction Related Occupation (CRO) card or if a receipt is required by your employer an email address must be supplied.	
Included any extra information required to complete your application.	
Payment - either (Please DO NOT send cash) <ul style="list-style-type: none">Enclosed payment of £30.00 by cheque (cheques should be made payable to CITB) orIf you have pre-paid for your application form enter the authorisation code you were given when you made payment (see box in top right hand corner of front of this form.)	
Send form to CSCS, PO Box 114, Bircham Newton, King's Lynn, Norfolk, PE31 6XD	

Note: Only original signatures will be accepted, photocopy or per pro (pp) signatures will NOT be accepted.