



CSCS APPLICATION FORM

For Craft and Operative level occupations

SECTION A – Your Details - please complete this section

A1 Your details:

Title

Surname

Forename

Home Address

Postcode

E-mail address:



Registration No.

Telephone Number

Date of Birth - -
D D M M Y Y Y Y

National Insurance No.

A2 I confirm that I meet: current CSCS Health & Safety requirements yes *(We do not require a copy of your Health and Safety Test pass letter as this is stored on our database).*

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-ConstructionSkills 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.
 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: - -
D D M M Y Y Y Y Please send VAT receipt

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 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

Duplicate New Renewal

2. Skilled Cards

N/SVQ level 2 or 3 Approved Apprenticeship Experienced Worker
 Industry Accreditation City & Guilds – expires 31/12/06 Employer Apprenticeship
 Grade: A B

Other Craft & Operative Cards

Construction Site Operative N/SVQ Unit card Basic Level Card
 Regular Visitor Trainee Construction Related Occupation
 Assessed Route Code: _____

SECTION C – Employer Declaration – a current or previous employer must complete this section

By completing and signing the declaration below, I certify that:

- The applicant meets the requirements for the CSCS card they are applying for (www.cscs.uk.com and click on card info)
- The applicant has 1 years site experience in the last 3 years (basic level card only)

PLEASE ENSURE THIS BOX IS FULLY COMPLETED

Employer name:

Address:

Postcode

Date

Signature:

Print name:

Telephone number:

CITB Employer Levy Registration Number:



Section D – Card requirements

Details of evidence required for craft & operative cards:

Skilled Cards

City & Guilds – a copy of your full City & Guilds Craft or Advanced Craft certificate or other recognised equivalent – this route expires on 31/12/06 – applications will not be accepted if submitted after this date.

Approved Apprenticeship – a copy of your completion certificate or other proof of completion.

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.

S/NVQ level 2 or 3 – a copy of your *S/NVQ certificate level 2 or 3 certificate.

Industry Accreditation – (only available for a limited number of occupations). **Your employer must read the industry accreditation competences for this card, before signing the box overleaf; ensuring the relevant grade (A or B) is ticked in Section B.

If the competences for your occupation ask you to select a number of options from the list provided you must enclose a copy of the competences, with the relevant number of options selected to support your application.

Experienced worker cards – you must provide proof of N/SVQ registration and profiling at an S/NVQ accredited centre

Other Craft & Operative cards

Assessed Route – available in some occupations when transferring into CSCS from another scheme e.g. SCORE – you must provide a copy of your existing valid registration card showing the expiry date.

N/SVQ unit card – proof of achievement of the relevant *S/NVQ units.

Construction Site Operative (labourer) card - you must either supply proof of achievement of a level 1 S/NVQ in the allowed occupations **OR** **your employer must read the industry accreditation competences for this card, before signing the declaration overleaf.

Basic Level card – a copy of your *S/NVQ level 1 certificate **OR** **your employer must read the industry accreditation competences for this card, before signing the box overleaf.

Trainee card – proof of registration onto an *S/NVQ

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 must read the industry accreditation competences for this card, before signing the box overleaf.

Renewals – no other proof is required

General Notes

*If your S/NVQ registration or certificate was issued by the Awarding Body for Construction

(CITB-ConstructionSkills /City & Guilds) you do not need to bring your certificate, as we will have a record on our systems.

**The industry accreditation competences can be found at www.cscs.uk.com.

Section E – Check list for returning application forms

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.	
Ensured your employer has completed Section C	
Included any extra information required to complete your application as advised during your telephone call	
Enclosed payment of £25.00 by cheque or postal order – cheques should be made payable to Construction Industry Training Board	
Send form to CSCS PO Box 114, Bircham Newton, King's Lynn, Norfolk, PE31 6XD	

If you require any help in completing this form call the CSCS helpdesk on: 0870 417 8777.

CSCS/CR/11/06/01