



# 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

We will use the photo taken at your Health, Safety & Environment Test if passed within the last 2 years. If you are exempt from the test you will need to attach a current passport style photo. Visit [www.cscs.uk.com/test](http://www.cscs.uk.com/test) for the Health & 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 using the contact details provided 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 I am providing is true, correct and accurate in all respects. I agree to comply with the Terms and Conditions of the scheme and all applicable rules relating to CSCS cards as laid out in the CSCS Scheme Requirements and as may be amended from time to time. For a full list of the Terms and Conditions and copy of the CSCS Scheme Requirements visit [www.cscs.uk.com/terms](http://www.cscs.uk.com/terms).**

All application fees are non-refundable and non-transferable. If your application is incomplete or unacceptable 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 fee.

Your signature:

Date:

DD  MM  YYYY

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/occupations](http://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)

Employer Apprenticeship  Industry Accreditation (Renewal Only)

### 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:

Postcode

Date

Email address (for VAT receipt):

Signature:

Print name:

Telephone number:

CSCS Registration Number (if applicable):

## 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** - Renewal Only (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). 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](http://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](http://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. (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](http://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](http://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 ( <b>Please DO NOT send cash</b> ) <ul style="list-style-type: none"><li>• Enclosed payment of £30.00 by cheque (cheques should be made payable to CITB) or</li><li>• If 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.)</li></ul>	
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.**