



# CSCS 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

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 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/occs](http://www.cscs.uk.com/occs) 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  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](http://www.cscs.uk.com))
- The applicant has 1 years site experience in the last 3 years (basic level card only)

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

Employer name:

Address:

Postcode

Date

Signature:

Print name:

Telephone number:

Levy Registration Number (if known):



## 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.

**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

(ConstructionSkills /City & Guilds) you do not need to attach a photocopy of your certificate.

\*\*The industry accreditation competences can be found at [www.cscs.uk.com](http://www.cscs.uk.com).

## Section E – Check list for returning application forms

**IF YOU HAVE NOT ALREADY DONE SO RING 0870 4178 777 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.	
Included any extra information required to complete your application.	
Payment – either <ul style="list-style-type: none"><li>Enclosed payment of £25.00 by cheque or postal order – cheques should be made payable to ConstructionSkills or</li><li>If you have pre-paid for your application form enter the authorisation code you were given (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	