



Engineering Services SKILLcard Renewal Application Form

SECTION A - To be completed by the Applicant. Fill in the blank areas. Amend any incorrect information by crossing it out and writing the correct information in the space beside it.

A1 Applicant's Details	Surname:	First name(s):	Title:
Home Address:	Home Phone Number:		Attach new photograph here
Postcode:	Work Phone Number:		
Date of birth:	National Insurance Number:	Mobile Phone Number:	
		Card Registration Number:	

A2 Qualification Details: If your occupation does not appear in this section please complete Section A2.2 overleaf

Occupation - Not Stated - Go To Section A2.2 overleaf

A3 New/Additional information - For example, if you have any other qualifications which you feel are relevant to your work in the industry, then provide details and enclose original certificates for verification. These will be returned with your new SKILLcard.

A4 Tick this box to confirm you have passed the SKILLcard/CITB-ConstructionSkills Health and Safety Test **within the last 2 years**, and enclose a copy of the certificate.

A5 Candidate Declaration

Send my card to: Home address in section A1 or, address in section B
I certify that the details on this application are correct and complete to the best of my knowledge.

I agree that the information contained on this application form may be used by Engineering Services SKILLcard and related companies in the HVCA Group in connection with my application for an Engineering Services SKILLcard and the provision of other services associated with my employment in the building services engineering industry. I also agree that information from this application may be held on a database in accordance with the Data Protection Act 1988, as amended.

Your Signature:

Date:

SECTION B - Your Present Employer must complete this Section.

I confirm that the details on this application are correct to the best of my knowledge and the photograph is a true likeness of the applicant who has been known to me for ___ year(s).
I confirm that the necessary documentary evidence supporting the qualifications indicated in Section A3 is attached. In the event that the applicant is supplying photocopies of relevant certificates, I also confirm that I have verified them by checking them against the originals, and that I have signed and stamped them with the company stamp.

Company Name:

Address:

Company Stamp:

Postcode:

Signature:

Telephone Number:

Print Name:

Email Address:

Position:

Date:

SECTION A2.2

If your occupation does not appear in Section A2, please tick the box which best describes what you do at work. (Tick one box only)

Trainee:

- Adult Trainee
Advanced Modern Apprentice (without N/SVQ Level 2)
Advanced Modern Apprentice (with N/SVQ Level 2)
Foundation Modern Apprentice

Assistant/Mate:

- Commissioning Trainee/Assistant
Domestic Heating Fitter's Mate/Assistant
H&V Craftsman's Mate/Assistant*
Plumber's Mate/Assistant
Refrigeration/Air Conditioning Technician's/Engineer's Mate/Assistant
Service and Maintenance Assistant

Skilled:

- Building Services Engineering Service and Maintenance Engineer
Building Services Engineering Service and Maintenance Technician
Commissioning Technician
Commissioning Engineer
Domestic Heating Installer/Fitter/Service Engineer
Ductwork Erector/Installer*
Gas Fitter (Industrial and Commercial)*
Gas Fitter (Domestic)
H&V Fitter*
H&V Fitter/Welder*
H&V Installer*
H&V Welder*
Plumber (Industrial/Commercial)*
Plumber (Domestic)
Refrigeration/Air Conditioning Technician/Engineer

*Personnel in occupations marked with an asterisk may also choose to register their National Agreement grade on their SKILLcard (where relevant)

Only for applicants employed under the H&V Industry's Operative National Agreement

If you are employed under the National Agreement for the Heating, Ventilating and Air Conditioning industry and wish to register your grade, please tick the grade in which you are employed. Provided you comply with the grading definitions of Clause 6 of the National Agreement, your grade will appear on your SKILLcard.

- Mate Senior Apprentice Installer Craftsman Senior Craftsman

Please check your form has been fully completed and a copy of your SKILLcard/CSCS-Construction Skills Health and Safety Test certificate has been attached.

If you require help in completing this form, telephone the SKILLcard helpdesk on 01768 860406.

Please send your form, photocopies of certificates and payment of **£25.00** by cheque or postal order (made payable to Engineering Services SKILLcard) to:

Engineering Services SKILLcard
Old Mansion House
Eamont Bridge
Penrith
Cumbria CA10 2BX

Tel: 01768 860406 **Fax:** 01768 860401 **Email:** skillcard@welplan.co.uk **Web:** www.skillcard.org.uk

Engineering Services Skillcard Limited Company No:4162544

Administered by **welplan**