



Engineering Services SKILLcard

Supervisors and Managers 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:	Mobile Phone Number:	
National Insurance Number:	Card Registration Number:		

A2 Occupation and Qualifications

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A3 New/Additional information - If you have any other supervisory/management/professional or technical qualifications which you feel are relevant to your work please provide details and enclose certificates for verification. These will be returned with your SKILLcard.

A4 Please enclose a copy of certificate stating you have completed an appropriate training course on the management of site-based health and safety. For a list of Accredited courses visit the HVCA website at www.hvca.org.uk.

OR

Please indicate if you have completed the recognised SKILLcard/CITB Construction Skills Supervisor's or Manager's Health & Safety Test (**We do not require a copy of your test pass letter as this is stored on our database**)

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:
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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: