

# Engineering Services SKILLcard Supervisors and Managers SmartCard 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.**

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

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

**A3 New/Additional information:**

If you have any other supervisory/management/professional or technical qualifications which you feel are relevant to your work then provide details below and enclose certified copies that have been verified.

**A4 Health and Safety**

Please enclose a copy of your 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 SKILLcard website at [www.skillcard.org.uk](http://www.skillcard.org.uk), **OR**

Tick this box to confirm you have passed the ConstructionSkills /SKILLcard Supervisors or Managerial and Professional Health, Safety and Environment Test within the last 2 years, and enclose a copy of the certificate.

**A5 Applicant's Declaration:**

I certify that the details on this application are correct and complete to the best of my knowledge. The information contained on this application form may be used by Engineering Services SKILLcard and related companies in the BESA Group in connection with your application for an Engineering Services SKILLcard. This may include passing on information to employers, labour agencies or training providers, and your data may also be entered onto a secure SKILLcard database accessible via the SKILLcard website. Where there is a legitimate interest, this may also include provision of information and services associated with your employment in the building engineering services industry. Engineering Services SKILLcard is committed to ensuring your privacy is protected. Please follow the link to our policy: [www.skillcard.org.uk/privacy-policy](http://www.skillcard.org.uk/privacy-policy) to find out how we process your data and your rights.

Send my card to: Home address in section A1  or, Employer address in section B

<b>Your Signature:</b>	<b>Date:</b>
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**SECTION B - EMPLOYER'S ENDORSEMENT - your present employer must complete this section:**

**This section should be completed only by a manager of appropriate seniority within the employing organisation.** The applicant must NOT complete this endorsement. If you, the applicant is self-employed, an agency worker or unemployed, this section should be completed by a manager of appropriate seniority from your previous employer (NOT the agency).

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 them.

<b>Company Name:</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Signature:</b>	<b>Telephone Number:</b>
<b>Print Name:</b>	<b>Email Address:</b>
<b>Position:</b>	<b>Date:</b>

**SECTION A2.2**

**\*Gold Supervisory SKILLcard:**

- \*First Line Supervisor
- \*Foreman
- Junior/Assistant Project Engineer
- Senior Commissioning Engineer

**Black Managerial SKILLcard:**

- Commissioning Manager
- Contracts Manager
- Design Engineer
- Project Engineer
- Project Manager
- Quantity Surveyor
- Service and Maintenance Manager

**Professionally Qualified Person SKILLcard for CIBSE Members only**

**Applications for Professionally Qualified Person (PQP) SKILLcards please supply the additional information as requested.**

- Professionally Qualified Person

CIBSE Membership Number:.....

CIBSE Membership Status:.....

CIBSE Designatory Letters:.....

(For competence and commitment standards for CIBSE membership please refer to the SKILLcard website [www.skillcard.org.uk](http://www.skillcard.org.uk))

\*In order to qualify for a Gold (Supervisory) SKILLcard, applicants will need to undertake a recognised short course in supervisory management. For details of courses that will satisfy this requirement please contact the SKILLcard Helpdesk on 01768 860406. Examples include, Site Supervisors Safety Training Scheme (SSSTS), Site Managers Safety Training Scheme (SMSTS), IOSH Managing Safely.

**PAYMENT DETAILS - Please indicate how you intend to pay for your SKILLcard:**

- Cheque payment of £40.00 payable to 'Engineering Services SKILLcard Ltd' or
- Credit/Debit card payment - please complete details below

Card type:  Visa  Mastercard  Maestro

Valid from:   /   Expiry Date:   /   Issue number:

Card Number:

Security code:    (last three digits on signature strip)

Cardholder's name as it appears on the card:

Address:

Postcode: Email:

Cardholder Signature:

Date   /   /

Engineering Services SKILLcard Ltd will use the information disclosed in support of the application for a SKILLcard. There is also a legitimate interest for us to use the information for the following purposes:

- to help improve the content of the SKILLcard website and the service SKILLcard offers;
- for internal audit purposes;
- to provide the applicant and employer with information about SKILLcard and associated industry matters;
- to provide businesses with information regarding updates or additional services available from SKILLcard Ltd and its associated Group companies.

Engineering Services SKILLcard Ltd is committed to ensuring that your privacy is protected. Please follow the link to our policy: [www.skillcard.org.uk/privacy-policy](http://www.skillcard.org.uk/privacy-policy) to find out how we process your data and your rights.

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

Please check that your form has been fully completed and a copy of your Health and Safety Test Certificate has been attached and send all documents to:

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

Email: [skillcard.info@theBESA.com](mailto:skillcard.info@theBESA.com)  
Website: [www.skillcard.org.uk](http://www.skillcard.org.uk)