



Construction Related Occupations

IMPORTANT NOTE: this application route is under review. We recommend visiting:
www.skillcard.org.uk/cro-phasedown to view the status of your occupation before applying.

HOW TO APPLY:

- 1 Please complete sections 1-6 of this form.
- 2 Hand this form to your employer (not your agency) together with all supporting documents (health and safety certificate) and ask them to complete section 5.
- 3 Attach your photograph in section 2. Remember to write your name and National Insurance number on the back.
- 4 Attach a cheque or complete credit card details in section 6.

IMPORTANT NOTE: please send certified copies of your certificates with your application. They should be signed and endorsed by your employer.

CHECKLIST:

Once all the relevant sections of this form have been completed help us to get your SKILLcard to you as quickly as possible by checking that your application is complete:

- CHECK 1 - Have you completed all the appropriate sections of this form?
- CHECK 2 - Have you provided evidence that you meet the SKILLcard Health and Safety requirements?
- CHECK 3 - Have the applicant's and the employer's declaration both been completed?
- CHECK 4 - Have you included the appropriate fee for your SKILLcard?

Fill in the form using black ink and CAPITAL LETTERS.

If you have any queries about this form or how to complete it, please check the FAQs section of our website (www.skillcard.org.uk/faqs) or call us on **01768 860406**

SECTION 1: Your occupation

- | | |
|---|---|
| <input type="checkbox"/> Air Handling Equipment Service & Installation Specialist | <input type="checkbox"/> HVAC Equipment Manufacturers Support Staff |
| <input type="checkbox"/> Air Handling Unit/HVAC Plant Movement Specialist | <input type="checkbox"/> Industrial Boiler Erector |
| <input type="checkbox"/> BMS/Building Controls Engineer | <input type="checkbox"/> Lubricant/Compressed Air Pipework Installer |
| <input type="checkbox"/> Building Air Integrity Sealing/Testing Specialist | <input type="checkbox"/> Medical Gas Services Installer/Engineer |
| <input type="checkbox"/> Building Water Treatment Service Provider | <input type="checkbox"/> Pipefreezing Specialist |
| <input type="checkbox"/> Coldroom Installer | <input type="checkbox"/> Plastics Fabrication Specialist |
| <input type="checkbox"/> Compressed Air *Installer/*Maintainer/
*Commissioning Engineer (*delete as appropriate) | <input type="checkbox"/> Service Engineer - Vibration Analysis/Fan Balancing |
| <input type="checkbox"/> Convection Heating & Radiant Panel Installer | <input type="checkbox"/> Smoke and Natural Ventilation Installer |
| <input type="checkbox"/> Domestic Air Leakage Tester/Consultant | <input type="checkbox"/> Specialist Refrigeration Unit Installation Personnel |
| <input type="checkbox"/> Ductwork Cleaning Specialist | <input type="checkbox"/> Steam & Industrial Fluid Equipment Service Engineer |
| <input type="checkbox"/> Dust Extraction Systems Installer | <input type="checkbox"/> Swimming Pool Equipment Installation & Service Personnel |
| <input type="checkbox"/> Engineering Installation & Maintenance Engineer | <input type="checkbox"/> Trace Heating Systems Installer |
| <input type="checkbox"/> Fire Extinguisher Engineer | <input type="checkbox"/> Underfloor Heating Installer (Dry Systems) |
| <input type="checkbox"/> Fridge/Freezer Fitter | <input type="checkbox"/> Underfloor Heating Installer (Wet Systems) |
| <input type="checkbox"/> Fume Cupboard Installer | <input type="checkbox"/> Ventilation Hygiene Specialist |
| <input type="checkbox"/> Heat Recovery Systems Specialist | <input type="checkbox"/> Ventilation Systems Installer - Fire/Smoke |
| <input type="checkbox"/> Hot Tapping/Line Stopping Specialist | <input type="checkbox"/> Ventilation Systems Installer - Louve & Smoke |
| <input type="checkbox"/> Humidification Engineer | <input type="checkbox"/> Ventilation Systems Installer - Odour Control |

IMPORTANT NOTE: The Construction Related Occupations (White) card is issued to personnel in specialist/ancillary occupations which are not covered by mainstream Engineering Services SKILLcards.

The Construction Related Occupations card implies no authenticated level of competence or skill on the part of the card holder, but it does testify to that person's level of construction site health and safety awareness. Holding this card may make access to construction sites easier, but it does not relieve the managers of construction sites from meeting their legal obligations to ensure your health, safety and welfare whilst on their sites.

SECTION 2: Your details

Please provide the information requested below, and attach your photograph in the space provided. Write your name and National Insurance number on the back of the photograph. Please complete all fields.

Surname

Forenames

Address (line 1)

Address (line 2)

Address (line 3)

Town

County

Postcode

Mobile telephone number

Home telephone number

Email address

National Insurance number

Your sex

 Male

Female

Date of birth

Date you started in the industry

Please attach your photograph here

OFFICE USE ONLY

SECTION 3: Health and Safety awareness

To obtain a SKILLcard, you must within two years prior to the date of application for the card have satisfactorily completed the recognised Construction Skills/SKILLcard Health, Safety and Environment Test. Alternatively, if you have completed one of the health and safety awareness training courses on the SKILLcard list of approved courses, you may also satisfy the requirements for the issue of a SKILLcard (provided you undertook the course within two years of applying for your card).

Tick one box and enclose copies of the relevant certificates:

- Construction Skills/SKILLcard Health, Safety and Environment Test
- Other approved course (as listed on the SKILLcard website)
- NVQ/SVQ Exemption (see note opposite)

SECTION 4: 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 will 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 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 services engineering industry.

Engineering Services SKILLcard Ltd is committed to ensuring that your privacy is protected. To find out more about how we process your data and your rights, please see our online privacy notice.

Signature

Date

SECTION 5: Employer endorsement and industry accreditation

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 are unemployed, this should be completed by your previous employer.

I confirm that the applicant named on this form has been known to me personally in the occupation shown on the front page since:

Date

I certify that the photograph is a true likeness of the applicant and that the details on this form are correct to the best of my knowledge.

Engineering Services SKILLcard Ltd may 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. To find out more about how we process your data and your rights, please see our online privacy notice.

Name of employer/ company

Address (line 1)

Address (line 2)

Town

County

Postcode

Signature

Print name

Position in company

Date

Email address

Telephone number

SECTION 6: Payment details

Use this section to indicate how you intend to pay for your SKILLcard.

Credit/Debit card payment - please complete details below

Cheque payment of £40.00 (inc VAT) payable to 'Engineering Services SKILLcard Ltd'

Card type

Visa Mastercard Eurocard

Card number

Valid from

Expiry date

Issue no.

Security code

(last 3 digits on security strip)

Cardholder's name as it appears on the card

Address (line 1)

Address (line 2)

Town

County

Postcode

Signature

Email

Date

Please send this form and supporting documentation to:

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

www.skillcard.org.uk

Email: skillcard.info@theBESA.com

Telephone: 01768 860406

ENGINEERING SERVICES

