

# Engineering Services SKILLcard 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 qualifications which you feel are relevant to your work in the industry then provide details below and enclose certified copies verified by your employer.

**A4 Health and Safety**

Tick this box to confirm you have passed the ConstructionSkills/SKILLcard 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

**Your Signature:**

**Date:**

**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.

**Company Name:**

**Address:**

**Postcode:**

**Signature:**

**Telephone Number:**

**Print Name:**

**Email Address:**

**Position:**

**Date:**

**SECTION A2.2**

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

- Construction Site Visitor

**Construction Related Occupation (CRO):**

- Air Handling Equipment Service and Installation Specialist Air
- Handling Unit/HVAC Plant Movement Specialist
- BMS/Building Controls Engineer
- Building Air Integrity Sealing/Testing Specialist
- Building Water Treatment Service Provider
- Coldroom Installer
- Compressed Air Commissioning Engineer/Installer/Maintainer

**Construction Related Occupation (CRO) (continued):**

- Convection Heating & Radiant Panel Installer
- Domestic Air Leakage Tester/Consultant
- Ductwork Cleaning Specialist
- Dust Extraction Systems Installer
- Engineering Installation and Maintenance Engineer
- Fire Extinguisher Engineer
- Fridge/Freezer Fitter
- Fume Cupboard Installer
- Heat Recovery Systems Specialist
- Hot Tapping/Line Stopping Specialist
- Humidification Engineer
- HVAC Equipment Manufacturers Support Staff
- Industrial Boiler Erector
- Lubricant/Compressed Air Pipework Installer
- Medical Gas Services Installer Engineer
- Pipefreezing Specialist
- Plastics Fabrication Specialist
- Service Engineer - Vibration Analysis/Fan Balancing
- Smoke and Natural Ventilation Installer
- Specialist Refrigeration Unit Installation Personnel
- Steam and Industrial Fluid Equipment Service Engineer
- Swimming Pool Equipment Installation and Service Personnel
- Trace Heating System Installer
- Underfloor Heating Installer (Dry System)
- Underfloor Heating Installer (Wet System)
- Ventilation Hygiene Specialist
- Ventilation System Installer Odour Control
- Ventilation System Installer- Fire/Smoke
- Ventilation Systems Installer- Louvre and Smoke

**\* NATIONAL AGREEMENT GRADE - 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.

- Installer  Craftsman  Senior Craftsman

\*\* Applicants must hold a relevant Refrigeration qualification as shown below:

- City and Guilds Award in F-Gas and Ozone Depleting Substance Regulations: Category 1 (C&G 2079-11)  Logic Certification F Gas Cat 1
- CITB Safe Handling of Refrigerants: Category 1 (CITB J11)
- BESA F Gas Cat 1

**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 :)

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.