



# CSCS Online Employer Application Form

## Guidance Completion Notes

### THE ONLINE APPLICATION IS SPECIFICALLY FOR EMPLOYERS NOT INDIVIDUALS

**Note:** You can apply online as an employer if you are applying for 2 applicants or more. If you are applying for 1 applicant then you will need to call us on 0344 99 44 777 to complete a paperless application.

#### STEP 1 - CSCS Terms and Conditions

You will need to read and tick to confirm your acceptance of the CSCS Terms and Conditions before continuing with the application.

#### STEP 2 - Employer Application

Please complete the Employer details in this section of the application.

If your billing address is different to the one you have entered, please tick the box.

#### STEP 3 - Payment

You must complete the payment section of the application. Please provide either account details or contact details for card payments.

For account payments please complete the following section:

**Note:** The Purchase order number is a unique identifier supplied by the company.

If you select **No** to CITB Account you must provide contact details for payment via Debit/Credit card along with the best time to call for payment.

Once the Employer Details section and the relevant payment section have been completed please click the "Continue" button.

**CONTINUE** >

## STEP 4 - Employee details

On the Employee Details page begin by completing the personal details for the individual. Please complete all requested areas.

Title:

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Forename:  Surname:

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Address 1:

Address 2:

Town/City:

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Postcode:  Date of Birth:

Tick box to Enter **NI Number and CSCS Card Registration number**.

National Insurance Number / CSCS Card Registration Number?

NI Number:  (optional)

CSCS Card Registration Number:  (if applicable)

## STEP 5 - Application type

You will now need to select whether the card you are applying for is a New, Renewal or Duplicate card from the drop down menu.

Application Type:

- New
- Renewal
- Duplicate

## STEP 6 - Card Type

You will now need to select the Card Type from the dropdown menu. If you are unsure of which card type to select then please visit the Card Finder on the CSCS website at [www.cscs.uk.com/cardfinder](http://www.cscs.uk.com/cardfinder)

Card Type:

- Gold Advanced Craft
- Gold Supervisor
- Blue Skilled
- Black Manager
- Green Labourer
- Yellow Construction Site Visitor
- White Grey Professionally Qualified Person - PQP
- White Grey Academically Qualified Person - AQP
- Red Apprentice
- Red Trainee
- Red Experienced Worker
- White Yellow Construction Related Occupation (Duplicate only)
- Green Construction Site Operative - Duplicate Only
- Card Renewal (except PQP)
- PQP card Renewal
- Duplicate card

## STEP 7 - Occupation Title

You will now need to specify which occupation title is required on the card from the drop-down list.

Occupation Title:

- A/Claved Concrete Frame Erector
- Abrasion and Corrosive Resistant Linings Installer (Duplicate Only)
- Academically Qualified Person
- Access Flooring Operative
- Access Systems Installer (Duplicate Only)
- Acoustic & Vibration Control Installer (Duplicate Only)
- Acoustic Consulting Engineer (Duplicate Only)

## STEP 8 - Qualification type

Once you have selected the Occupation type, you then need to select the Qualification type from the drop-down list.

Qualification Type Required

VQ  
✓ VQ Diploma Level 3  
Approved Completed Apprenticeship

## STEP 9 - Qualification evidence upload

If the card that you are applying for requires a qualification you must upload a copy of the qualification here.

Upload Evidence of Qualification:

Browse...

**Note:** Qualification Upload is a mandatory requirement for New Applicants **ONLY** you will not be able to submit this application without the qualification. You are required to upload proof of your qualification which must meet our scheme requirements.

Click on the Browse button, select the file from your PC or electronic device and attach the file to this application.

**Card Renewal and Duplicate Applicants, qualification upload is NOT required.**

## STEP 10 - Do you hold an exemption to the CITB HSE test?

Once the qualification has been selected and uploaded onto the application, you will need to confirm if you are exempt from the Health Safety and Environment test.

Do you hold an exemption to CITB HSE test?  
Find out more about exemptions [here](#)  
Please ensure you upload proof of your exemption in the Upload Evidence section below

Yes  No

If you clicked **Yes** you will need to upload proof of your exemption.

Upload CITB HSE Exemption Evidence:

Browse... No file selected.

If you clicked **No** you will need to confirm if you have completed the HSE test in the next section.

Do you hold an exemption to CITB HSE test?  
Find out more about exemptions [here](#)  
You will need confirm if you have completed the HSE test in the next section

Yes  No

## STEP 11 - Have you passed the CITB HSE Test in the last 2 years?

If you clicked **Yes** you will need to upload evidence of HSE Test Certificate.

Have you passed the CITB HSE Test in the last 2 years?  
Please ensure you have used [card checker](#) here

Yes  No

HSE Test Requirement  
If you are unsure what level test is required please use [cardfinder](https://www.cscs.uk.com/card-finder/)  
<https://www.cscs.uk.com/card-finder/>

HSE test required

Upload Evidence of HSE Test Certificate:

Browse... No file selected.

If you clicked **No** you will not be able to submit this application.

Have you passed the CITB HSE Test in the last 2 years?  
You will need to complete the HSE Test before applying for a card  
Note if you do not provide proof of the CITB HSE Test or Exemption you will not be able to submit this application

Yes  No

Select where you would like your card sent to.

Send card to:

Employer Address  Card Holders Address  Alternative Address

## STEP 12 - Employee store or add more

If you select **Add New Employee** it will open a new Employee Details page below the one you have just completed.

**ADD NEW EMPLOYEE** 

Note: You can apply online as an employer if you are applying for 2 applicants or more, this form will NOT allow you to submit individual applications

## STEP 13 - Submission

**SUBMIT**

Once all individuals have been added to the application you can click the Submit button. You will be given a reference number confirmation page which you will need to quote should have any queries regarding the submission.

### **Processing times for your application**

Online applications take up to 10 working days to be processed after which you can email us [employerapplications@citb.co.uk](mailto:employerapplications@citb.co.uk) for online application progress update.

**Note: Christmas closure period will affect application processing times**

### **Useful Links**

Types of Cards	<a href="http://www.cscs.uk.com/applying-for-cards/types-of-cards">www.cscs.uk.com/applying-for-cards/types-of-cards</a>
Card-finder Tool	<a href="http://www.cscs.uk.com/card-finder">www.cscs.uk.com/card-finder</a>
Qualifications	<a href="http://www.cscs.uk.com/applying-for-cards/qualifications">www.cscs.uk.com/applying-for-cards/qualifications</a>
HSE Test Exemptions	<a href="http://www.cscs.uk.com/applying-for-cards/exemptions-to-hse-test">www.cscs.uk.com/applying-for-cards/exemptions-to-hse-test</a>
HSE Test Bookings	<a href="http://www.citb.co.uk/cards-testing/booking-test/">www.citb.co.uk/cards-testing/booking-test/</a>
Online Card-checker	<a href="http://www.citb.co.uk/cardcheck">www.citb.co.uk/cardcheck</a>

