



## How to submit an Employer Application

An Employer Application allows the applicant to apply for a CSCS card for somebody else. This type of application also allows the applicant to apply for cards for multiple people at the same time.

This is in contrast to Individual Applications, which only allow the applicant to apply for a single card for themselves.

These applications are known as Employer Applications as they are commonly used by employers to apply for CSCS cards on the behalf of their workforce. However, this type of application is also used by colleges, training providers and other organisations which need to apply for multiple cards at a time.

### Submitting an Employer Application

To submit an Employer Application, you must first register onto CSCS Online as an Employer, Training Provider or Third Party.

You can do this by filling out the form pictured below and selecting one of the highlighted radio buttons.

The screenshot shows a login and registration interface. On the left, under 'Sign in to your account', there are fields for 'Email Address' and 'Password', a 'Remember me' checkbox, a 'Forgotten Password?' link, and a 'Login' button. On the right, under 'Register for a new account', there is a note: 'To apply for a card online, you need to register for an account.' Below this is the 'I am an' section with four radio buttons: 'Individual' (selected), 'Employer' (highlighted with a red box), 'Training Provider', and 'Third Party'. There are also fields for 'First Name', 'Surname', 'Email Address', and 'Confirm Email Address', and 'Password' and 'Confirm Password'. A password requirement note states: 'Password must be at least 8 characters long and contain at least one uppercase character and one numeric digit. Make sure that your password is not the same as your username.' At the bottom, there are checkboxes for 'Subscribe to CSCS newsletter' and 'I accept the CSCS terms and conditions, privacy settings', and a 'Register' button. A vertical line with a circle containing the word 'or' separates the two sections.



Please ensure that you provide all your company details when setting up your account.

Once you have registered your account and logged in, you can begin an Employer Application by clicking the 'Apply for a card' button.



You can then add the details of the individual you are applying for.

**Personal Details** This section confirms your personal details

Title	First Name	Surname
Postcode	Select an address from below	
Address Line 1	Address Line 2	City/Town
State/County	Phone Number	Mobile Number
Date of Birth (DD/MM/YYYY)	National Insurance Number	Email Address

\*Required for HS&E Test Results

You must provide:

- The home address of the individual you are applying for. This should not be the company address.
- The individual's email address. This can be a personal or workplace email address, but it must be an email address that the individual has access to. You cannot use the same email address for multiple individuals.

It is also helpful to provide the individual's National Insurance number. This will help validate their CITB Health, Safety and Environment (HS&E) test.



You can then select the type of card you are applying for and then add a qualification suitable for that card type.

### Card Details

This section confirms which card you are applying for

**Application Type**

New

**If you know which card you are applying**

Card Type ▼

### Qualification Details

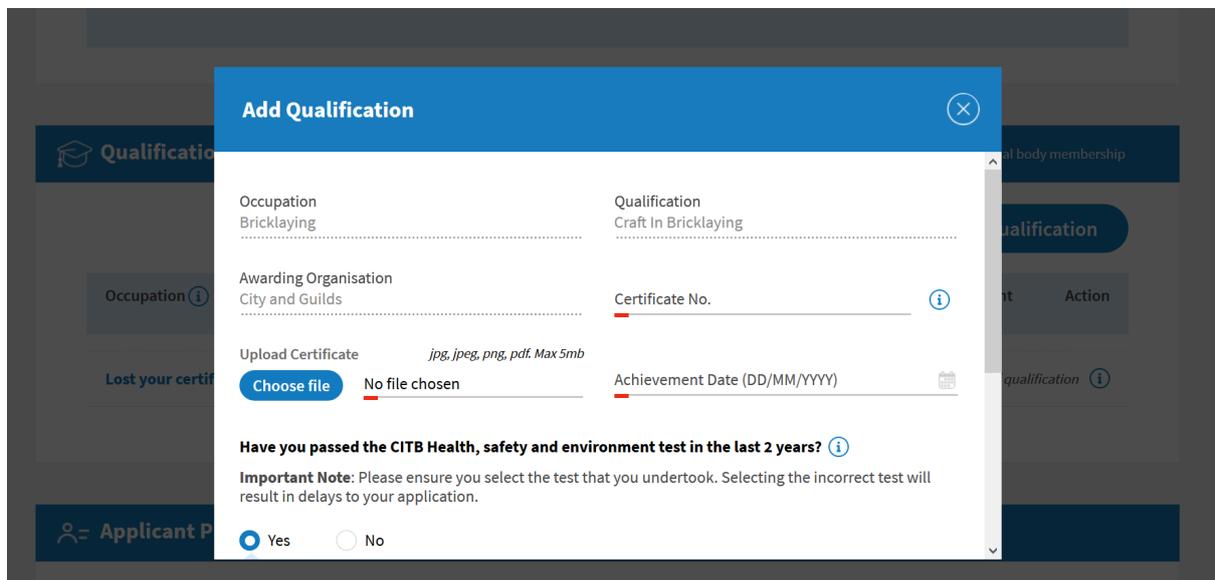
This section displays your construction related qualifications and professional body membership

[Add Qualification](#)

Occupation <sup>i</sup>	Qualifications <sup>i</sup>	Awarding Organisation <sup>i</sup>	Registration No. <sup>i</sup>	Certificate / Proof of Registration	Registration Date	Action
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[Lost your certificate or unable to find your qualification / professional body?](#) [Upload evidence of qualification <sup>i</sup>](#)

Once you have added the qualification, a screen will appear for you to provide the qualification's certificate number and the date the qualification was achieved on, and to upload a digital copy of the qualification certificate.



**Add Qualification**

Occupation  
Bricklaying

Qualification  
Craft In Bricklaying

Awarding Organisation  
City and Guilds

Certificate No. ⓘ

Upload Certificate jpg, jpeg, png, pdf. Max 5mb  
 No file chosen

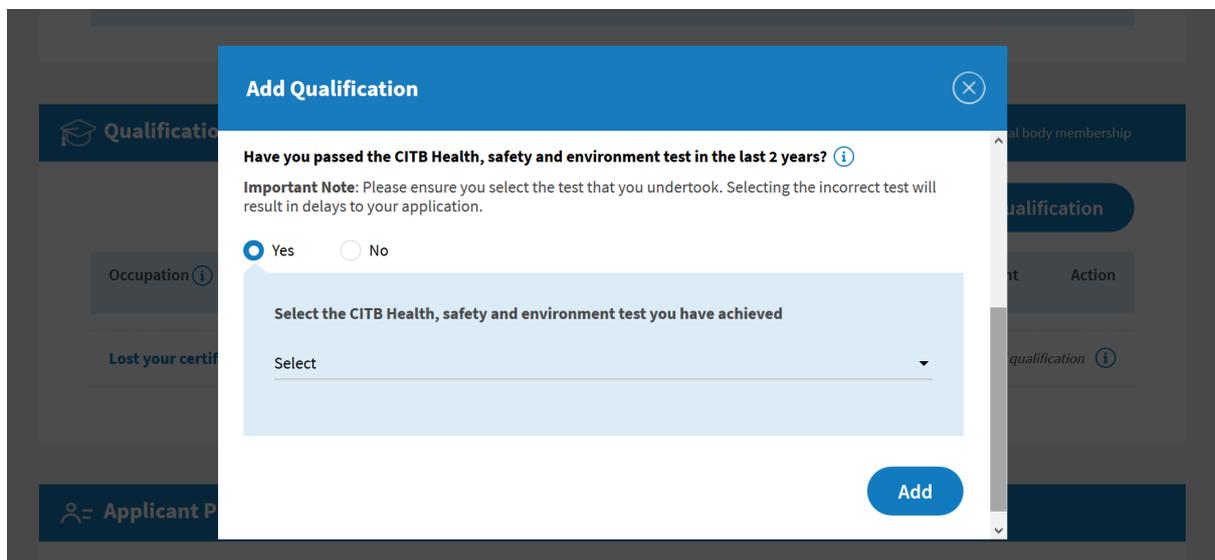
Achievement Date (DD/MM/YYYY) 📅

**Have you passed the CITB Health, safety and environment test in the last 2 years?** ⓘ

**Important Note:** Please ensure you select the test that you undertook. Selecting the incorrect test will result in delays to your application.

Yes  No

You must also select whether the individual has passed a CITB HS&E test, and select which version of the test they have passed.



**Add Qualification**

**Have you passed the CITB Health, safety and environment test in the last 2 years?** ⓘ

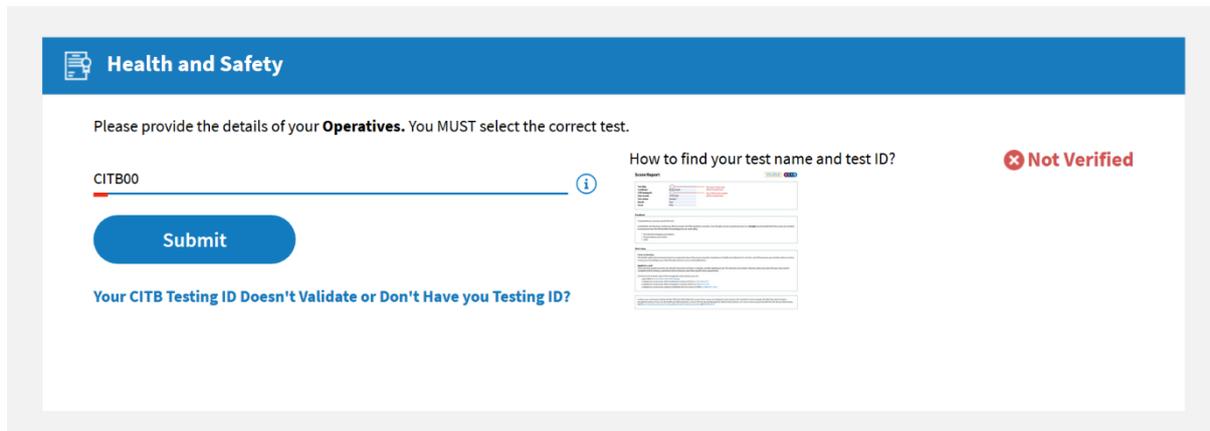
**Important Note:** Please ensure you select the test that you undertook. Selecting the incorrect test will result in delays to your application.

Yes  No

Select the CITB Health, safety and environment test you have achieved

Select ▼

Once you have added the individual's HS&E test, you will need to validate it. You can do this in Health and Safety section of the application, by entering the CITB HS&E test ID. This is found on the test pass certificate and will begin with "CITB00". Then click the "Submit" button.



**Health and Safety**

Please provide the details of your **Operatives**. You MUST select the correct test.

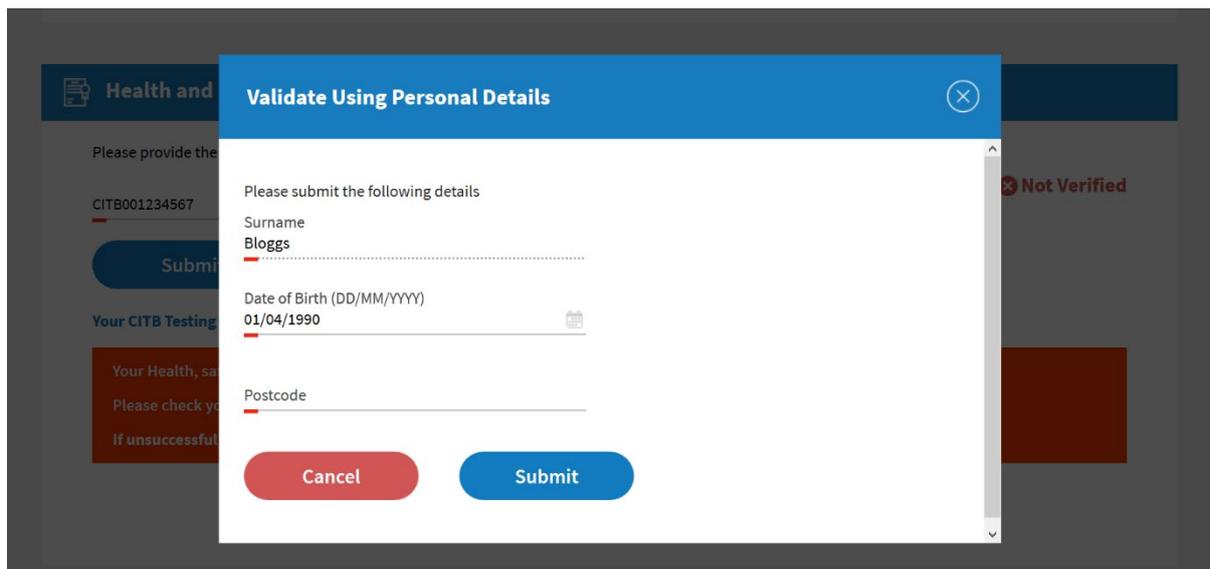
CITB00 × Not Verified

[Your CITB Testing ID Doesn't Validate or Don't Have you Testing ID?](#)

How to find your test name and test ID?

Test Report

If the test does not validate, click the “Your CITB Testing ID Doesn’t Validate or Don’t have your Testing ID” button. Enter the postcode that was given to the training centre which conducted the individual’s test. This may be the individual’s address or the employers.



**Validate Using Personal Details**

Please submit the following details

Surname  
Bloggs

Date of Birth (DD/MM/YYYY)  
01/04/1990

Postcode

Don’t worry if the test fails to validate after these steps, you can still proceed with the application. Go to the bottom of the page, click the “Submit” button and continue your application. In this scenario, you will need to upload a photo of the applicant which must meet our [photo requirements](#).



Applicant Photograph on Card

 [Add](#)



[Click Here for photo requirements. If your photo does not meet the requirements, your application will be declined.](#)

You can now select whether they would like the CSCS card you are applying for to be delivered to the individual's address, your company's address or an alternative address.

Card Delivery Details This section confirms the postal address for your card

The application fee is £0 [i](#)

Deliver physical card to:

Home address  Employer address [i](#)  Alternate address

Finally, you must agree to CSCS Term & Conditions for your application to be processed.

You have now finished this application. If you are applying for more than one individual's card, then click the 'Save & add another' button. Once you have finished all the applications you wish to make, click the 'Proceed to Payment' button.

Terms and Conditions

I accept the CSCS terms and conditions

[Save](#) [Save & add another](#) [Proceed to Payment](#)



You have now completed an Employer Application. CSCS will review your applications and contact you if there are any problems. Please note that Employer Applications can take up to 10 working days to be processed.