



How to submit an Employer Application

An Employer Application allows someone to apply for a CSCS card on behalf of somebody else, or on the behalf of multiple other people included together in one application.

This contrasts with 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 process 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 buttons.

Sign in to your account

Email Address _____

Password _____

Remember me [Forgotten Password?](#)

Login

Register for a new account

To apply for a card online, you need to register for an account.

I am an

Individual Employer Training Provider Third Party

First Name _____ Surname _____

Email Address _____ Confirm Email Address _____

Password _____ Confirm Password _____

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.

Subscribe to CSCS newsletter

I accept the [CSCS terms and conditions, privacy settings](#)

Register

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 Cards' button.

Employees' Cards




Change

Mortimer Ltd

Apply for Cards

You must now tell us if you are applying for a replacement (lost) card.

 **HS&E Questions**


Are you applying for a replacement (lost) card for the applicant?

No Yes

Continue


If the answer is yes then follow the steps on screen and if the answer is no, then continue as below:

Select whether the individual you are applying for has completed a CITB Health, Safety & Environment test within the last 2 years and, if so, whether it has been at least 24 hours since they completed their test. Please note, it is necessary to wait 24 hours after completing the HS&E test for the test result to be available in the online system.

 **HS&E Questions**

Has the recipient completed a CITB Health, safety and environment test (HS&E) test in the past two years or have a valid exemption?

No Yes

Has it been at least 24 hours since the recipient passed a CITB Health, safety and environment test (HS&E) test? 

No Yes

Continue

Now add the personal details of the individual you are applying for.



Applicant Details

First Name	Surname	Date of Birth (DD/MM/YYYY)	
Email Address	Registration Number	National Insurance Number	

[Continue](#)

You must provide:

- The first name and surname of the individual you are applying for.
- The date of birth of the individual you are applying for.
- The individual's email address. This can be a personal or workplace email address, but it must be an email address that the individual applicant has access to. You cannot use the same email address for multiple individuals.

If possible, you should also provide the individual's National Insurance number and, if they have previously held a CSCS card, CSCS Registration number, which can be found on the front of their CSCS card. Providing the National Insurance number helps CSCS to identify the individual and process the application more quickly.

When you click continue, CSCS Online will use the information you provide to find your employee's CSCS Online account, if they have one.

If the individual you are applying for does not have a CSCS Online account you will now need to provide:

- The home address of the individual. This should not be your company address.
- A personal contact phone number for the individual
- The individual's title
- The individual's National Insurance number (if not entered on the first screen)



It doesn't appear that this applicant has a CSCS account, we will create a new account for them. If this isn't correct, please contact our Customer Support team on 0344 994 4777 or create a new query.

Back

Applicant Personal Details

Please provide the personal details of the applicant

Title Mr.	First Name John	Surname Smith
Postcode W1T 4TQ	Select an address from below	Registration Number
Address Line 1 85 Tottenham Court Road	Address Line 2	City/Town London
State/County London	Phone Number	Mobile Number 1234567891
Date of Birth (DD/MM/YYYY) 15/04/1990	National Insurance Number NJ123456J	Email Address jsmithcscstest@yopmail.com

If CSCS Online has located an existing account with the details you provided, then you will only need to provide a home address and telephone number.

Now select the type of card you are applying for. Before applying, please check that you are applying for the right card for the job the applicant does on site, as holding the wrong card for their occupation could prevent them from gaining entry to site. If you are not sure which card you should apply for, use the [CSCS Card Finder](#) to find out.

Card Details

Please select the type of card you require

Application Type

New

If you know which card you are applying

Card Type

When you click continue, CSCS Online will save your application as a draft, so you can come back to it at a later time should you need to. You can find all draft applications by clicking on the "Applications" tab at the top of the page.

You must now add the occupation and qualification suitable for the card type you are applying for.

Qualification Details Please enter the applicant's construction related qualifications or professional body memberships

Add Qualification

Occupation ⓘ	Qualifications ⓘ	Awarding Organisation ⓘ	Certificate / Proof of Qualification	Achievement Date	Action
Lost your certificate or unable to find your qualification / professional body?					Upload evidence of qualification ⓘ

Once you have added the occupation and qualification, a screen will appear for you to provide the qualification's certificate number and the date the qualification was achieved, and to upload a digital copy (a photo or PDF) of the qualification certificate.

Add Qualification [Close]

Occupation Bricklaying	Qualification Nvq Diploma Level 2 In Construction Crafts - Brickl
Awarding Organisation NOCN	Certificate No. ⓘ
Achievement Date (DD/MM/YYYY) ⓘ	Upload Certificate <i>jpg, jpeg, png, pdf. Max 5mb</i> <input type="button" value="Choose file"/> No file chosen

Applicants must provide a copy of their full qualification certificate, including unit credit certificate, these can then just be checked and the relevant units selected by the agent in the back end.

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

Add Qualification [Close]

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 CITB HS&E test, you will need to validate it. Enter the individual's CITB HS&E test ID, which can be found on their pass certificate. Then enter the postcode provided to the test centre when they took their test (Please Note: this could be the company postcode, if the company booked the test), and click the "Validate" button.



Health and Safety

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

CITB00 ?

Postcode

National Insurance Number: NI123456J

Validate

How to find your test name and test ID?

Not Verified

Test Name	Test ID
...	...
...	...
...	...

If the test does not validate, don't worry. Continue with the application and CSCS will manually validate the test once the application is submitted.

You can now select whether you would like the CSCS card you are applying for to be delivered to the individual's address, your company's address or an alternate address. If you select Alternate address, you will need to enter the address details. All of the CSCS cards which you apply for as part of this application, where you have selected Alternate address, will be sent to the same Alternate address.

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

The application fee is £36. ?

Deliver physical card to:

Home address Employer address Alternate address ?

85 Tottenham Court Road
London, London, W1T 4TQ

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 Application' 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 Application** **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.

You will receive emails to keep you updated on the progress of your applications and to advise you of any issues, for example if additional documentation is required.