

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.

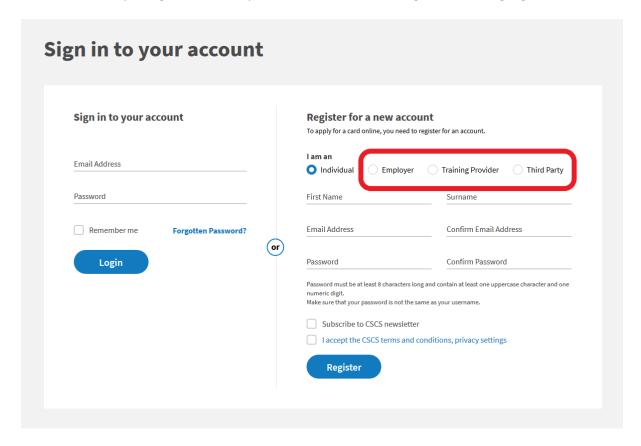
This contrasts with Individual Applications, which only allow the applicant to apply for a single card for themselves.

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.



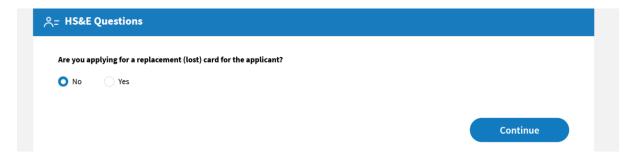
Please ensure that you provide all your company details when setting up your account.

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



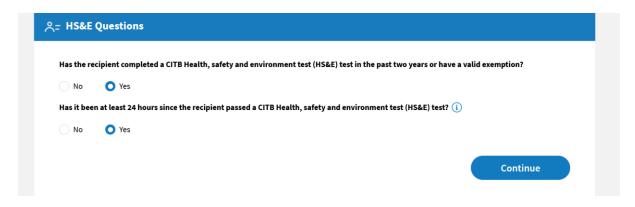


You must now tell us if you are applying for a replacement (lost) card.



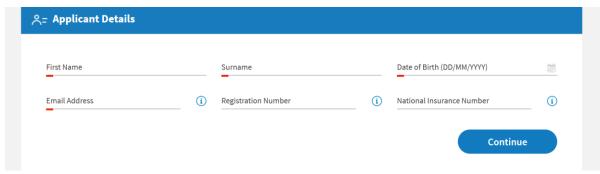
If the answer is yes then follow the steps on screen and if the answer is no, then continue as below:

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.



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





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.

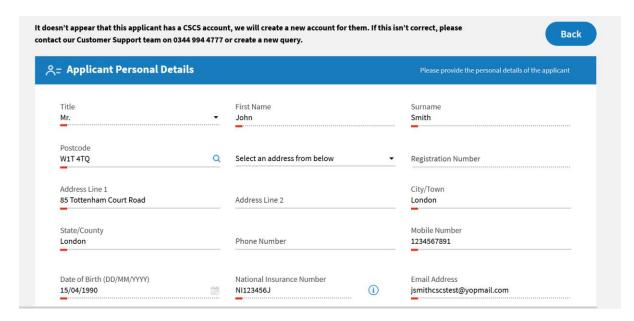
If possible, you should also provide the individual's National Insurance number and, if they have previously held a CSCS card, CSCS Registration number, which can be found on the front of their CSCS card. Providing the National Insurance number helps CSCS to identify the individual and process the application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





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.

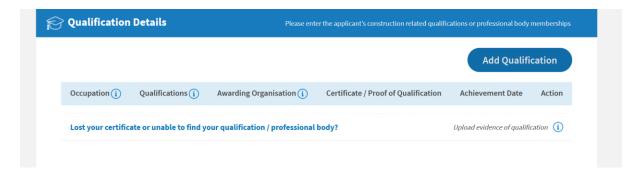
Now select the type of card you are applying for. Before applying, please check that you are applying for the right card for the job the applicant does on site, as holding the wrong card for their occupation could prevent them from gaining entry to site. If you are not sure which card you should apply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



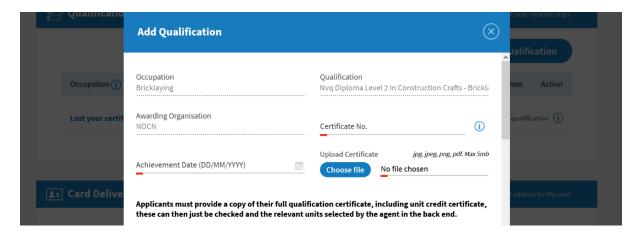
When you click continue, CSCS Online will save your application as a draft, so you can come back to it at a later time should you need to. You can find all draft applications by clicking on the "Applications" tab at the top of the page.

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

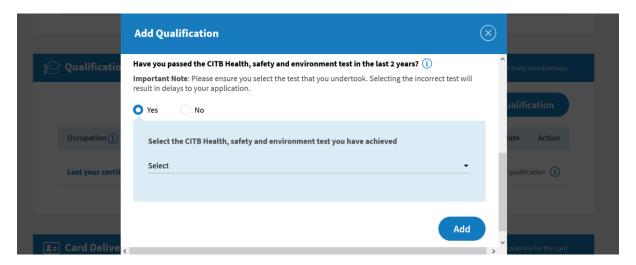




Once you have added the occupation and qualification, a screen will appear for you to provide the qualification's certificate number and the date the qualification was achieved, and to upload a digital copy (a photo or PDF) of the qualification certificate.

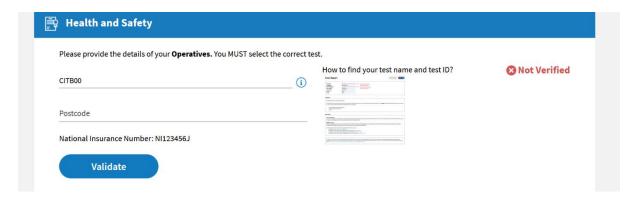


You must also select whether the individual has a passed a CITB HS&E test and select which type of the test they have passed.



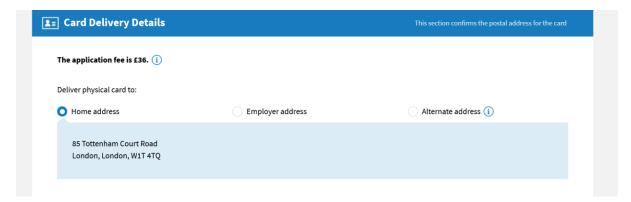
Once you have added the individual's CITB HS&E test, you will need to validate it. Enter the individual's CITB HS&E test ID, which can be found on their pass certificate. Then enter the postcode provided to the test centre when they took their test (Please Note: this could be the company postcode, if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





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.



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.





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.