



## CHECKLIST BEFORE RETURNING THIS APPLICATION

### SECTION A - APPLICANT'S DETAILS

Please complete all parts of this section.

MAILING ADDRESS - All correspondence relating to this Records Scheme will be sent to the Home Address specified in Section A unless an alternative address is entered in Section C.

### SECTION B - TRAINING COMPLETED

This section must provide details of courses undertaken and training certificates for these courses must be attached to the form for New and Endorsement applications or the form will be returned. Please do **NOT** send originals.

For renewals the applicant will be issued a card showing the same categories recorded on the Record Scheme database unless evidence of further training meeting scheme criteria is attached to this application form.

### SECTION C - DECLARATION

This section must be completed if you are an employer or Training Provider applying for the card and/or if you require a receipt.

### HEALTH AND SAFETY EXEMPTIONS

There are some other industry recognised Health and Safety qualifications that can be accepted as an alternative to passing the CITB Health, Safety and Environment test.

An up to date list and criteria of the accepted qualifications can be found by visiting the CISRS website or by clicking on this link: <https://cisrs.org.uk/cisrs-cards/citb-health-safety-and-environment-test-and-recognised-exemptions>.

Please ensure, when using an exemption, that you attach a passport style photo with your application.

**A COPY OF CERTIFICATE AND/OR CARD MUST BE ATTACHED TO THIS APPLICATION. PLEASE DO NOT SEND ORIGINALS.**

**BEFORE EMAILING OR POSTING, PLEASE CHECK THE APPLICATION AND ENSURE THE FOLLOWING ARE ENCLOSED:**

#### CHECKLIST:

Please tick

• 5-day BASE Certificate

If using an exemption to the Health, safety and environment test a Glossy Passport sized photograph must be attached with glue to the Box in Section A. Please do not use staples.

**Payment - please call 0300 999 1177 (option 1, option 2)** and make a payment via credit/debit card for £33.00, you will then be given an authorisation code to write on the front of the application. Or, if you hold an account with NOCN Group, please attach an official Purchase Order requesting an invoice.

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The application form can be emailed or posted, with copies of certificates (where applicable), to

Email: [cisrs@jobcards.org](mailto:cisrs@jobcards.org)

or

Post: CISRS, NOCN Job Cards, PO Box 1242, Kings Lynn, Norfolk, PE30 9FQ.

If you have any queries of a general nature or require assistance in completing this application please call the CISRS Helpline on **0300 999 1177 (option 1, option 2)** or for further information on the CISRS Scheme rules visit [www.cisrs.org.uk](http://www.cisrs.org.uk)