



# SCAFFOLDING LABOURER APPLICATION FORM



Please note your application will take up to 14 working days to process from the date we receive it, see notes on page 2 of application for further guidance on the application process

## SECTION A - You, the applicant, must fill in this section. Fill any blank areas and tick the correct boxes.

### A1 Your details:

Title

Surname

Forename

Home Address

Postcode

**PHOTO**

**You must attach a passport style photograph if you have not passed the CITB Health, safety and environment test within the last 2 years**

Registration No.

National Insurance No.

Telephone Number

Date of Birth  -  -   
DD MM YYYY

E-mail address:

Type of application being applied for: New Card  Duplicate  Renewal  Please note cards can only be renewed a maximum of 6 months prior to the expiry

A2 I have passed the CISRS Operating Training Course (COTS) within the last 2 years ( New and Renewal cards)

**Copies of training certificates must be attached, failure to do so will result in your form being returned. PLEASE DO NOT SEND ORIGINALS. A copy of your Health, safety and environment test or exemption is required with the application, for a full list of Health and Safety requirements see page 2.**

A3 Send my card to: my home address  The company address in section B   
a different address, which is:   
 Postcode

A4 I confirm to the best of my knowledge the information above is correct and I agree to comply with the CISRS criteria as laid out in the CISRS CAP609 General Information Booklet (available from [www.cisrs.org.uk](http://www.cisrs.org.uk)). I understand and agree that the information on this form will be used by CISRS/NOCN Job Cards for the purposes of administering the CISRS Scheme and that the data will be entered onto a secure database, this may include passing on information relating to the individual's scheme membership to employers or training providers.

**Please note that all application fees are non-refundable. If your application is incomplete you will be given 180 days to resolve any issues. Any applications returned after 180 days will be subject to an additional £30.00 non-refundable application fee.**

#### Fair Processing Notice

The information you provide to us will be used for administering the CISRS Scheme. Your data will be held securely and treated confidentially and will not be disclosed to external parties other than as required for the purposes described above, which may include sharing your information on a construction training register as well as with employers, awarding organisations or training providers. For information explaining your legal rights and how we use your information, please view our Privacy Notice online at [www.nocnjobcards.org/privacy/](http://www.nocnjobcards.org/privacy/)

Applicant Signature

Date:  -  -   
DD MM YYYY

## SECTION B - Declaration - (Only to be completed if employer or Training Provider applying for card)

I have read and understood the scheme rules relating to this CISRS card and agree to adhere to them. A copy of the CISRS CAP609 General Information Booklet is available from [www.cisrs.org.uk](http://www.cisrs.org.uk)

Employer name:

Address:

Postcode

Date

Email Address:

Signature:

Print name:

Telephone number:

Authorisation code

(See reverse of form for use)

Please see reverse of form for further information on your application.

Form number: CISRS210122

## THE FOLLOWING IS A GUIDE TO THE REQUIREMENTS TO APPLY FOR A SCAFFOLDING LABOURER CARD

1. The applicant must have completed the CISRS Operative Training Scheme (COTS) within 2 years of this application.
2. All CISRS Scaffolding Labourer cards will be valid for 5 years.
3. A CISRS Scaffolding Labourer card will not be renewed if the applicant has not successfully completed the CISRS Operatives Training Scheme (COTS) course within 2 years of this application.

### IMPORTANT NOTE TO EMPLOYERS:

The Scaffolding Labourer card is designed for those engaged only in the handling of scaffolding materials in order to assist the scaffolder in the erection, dismantle or alteration of scaffolding.

Any operatives engaged in the erection, dismantle or altering of scaffolding must hold the appropriate CISRS card for the work being carried out, e.g. CISRS Trainee, Basic Access Systems Erector, Scaffolder or Advanced cards.

### Health and Safety

The following are all deemed as acceptable alternatives to passing the CITB Health, safety and environment test. **(A COPY OF THE CERTIFICATE MUST BE ATTACHED TO THIS APPLICATION. Please do NOT send originals):**

- Current CCNSG Safety Passport (SCATS Card)
- NEBOSH Construction Certificates (Taken within 2 years of application)
- Current Offshore Survival Certificates (OPITO Approved)
- Site Safety Plus HSA, SSSTS or SMSTS (Taken within 2 years of application)
- Valid SOLAS Safe Pass
- IOSH Working Safely/IOSH Managing Safely/IOSH Directing Safely (Taken within 2 years of application)

**Payment - please call 0300 999 1177 (option 1, option 2)** and make a payment via credit/debit card for £30.00, 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. This can then be **emailed or posted**, along with copies of certificates (where applicable), to:

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

**PLEASE NOTE** - if emailing in your application, you **MUST** print off this form and **complete and sign by hand, with a ball point pen**, before scanning back in and emailing to [cisrs@jobcards.org](mailto:cisrs@jobcards.org), attaching any certificates, passport style photos etc that are required. Applications that are signed electronically will **NOT** be accepted and will be rejected back to you.

Or

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

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**Renewal Notices will be issued 6 months prior to the card expiry date using the information supplied in Section A. Should your details change, please contact the CISRS Helpline with your updated information.**

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)