

## APPLICATION FORM

Please fill out the following to the best of your ability in black BLOCK capitals.

Your Details	
Name	
National Insurance Number	
Mobile	
Email	
Home Address	
Town	
Postcode	

Your Employer Details	
Company	
Employer's Name	
Mobile	
Email	
Home Address	
Town	
Postcode	

Grade (Select One)	✓		✓		✓
Apprentice		Heating Engineer		Gas Service Fitter	
Plumber		Heating Fitter		Gas Service Engineer	
Advanced Plumber		Heating Technician		Gas Service Technician	
Technician Plumber		Domestic Heating Fitter		Service Fitter	
Labourer		Advanced Heating Fitter		Pipefitter	
General Operative		Technician Heating Fitter		Supervisor	
Site Visitor		Other		Manager	
Plumbing Related Occupation		State plumbing related occupation:			

If You Are Applying For CSCS Test	
<b>Place of Test</b>	✓ (Select One)
Work Place	
SNIJIB Edinburgh Office	

Your Required Attached Documents	✓
Qualifications	
Proof of time served	
Coloured portrait photograph	
Unite membership card	
Health and Safety Certificate	

## APPLICATION INSTRUCTIONS

### ARE YOU APPLYING FOR A GRADE CARD?

Please allow up to 4 weeks for standard Grade Cards to arrive by post.

### ARE YOU APPLYING TO UPGRADE?

Please provide a signed letter from your current employer, on headed paper, as a declaration supporting your upgrade.

To see if you qualify, the criteria for Grades are here:

*Grading Criteria.*

### ARE YOU APPLYING FOR PLUMBING RELATED OCCUPATION?

A copy of the recognised occupations are here:

*Plumbing Related Occupation List.*

Please insert 1 occupation from the List and insert into your application form and be sure to attach your qualifications

### MAKING PAYMENT

Payment can be made over the phone by card or by cheque.

Payment can be made by individual or employer.

### ABOUT THE SNIJIB/CSCS HEALTH & SAFETY TEST

- The test has 45 multiple choice questions and must be completed within 30 mins
- You must achieve at least 38/45 to pass
- If a candidate has barriers to learning, please alert the SNIJIB when booking test
- The Invigilator supervises candidates sitting the test and assures tests are completed in test conditions and within the timeframe
- The Invigilator posts candidates' completed test sheets for marking using their provided envelope
- The SNIJIB will notify parties of passing or failing within 3 weeks of receiving marked test(s)
- You will receive pass SNIJIB/CSCS H&S Certificate by email if passed

The SNIJIB will automatically process a Grade Card when in receipt of a pass and a coloured portrait photograph.

### APPLYING FOR DISCOUNT

Discount rates apply to those employed by SNIPEF Member companies and to members of Unite the Union. If you are a member of UNITE, please provide a copy of your valid membership card with this application.

### ARE YOU APPLYING FOR A FAST TRACK GRADE CARD?

Fast track grade cards take 2-3 working days to arrive by post. The SNIJIB cannot offer fast track CSCS Tests, only SNIJIB CSCS Grade Cards so you must already have a valid Health & Safety.

### HAVE YOU ALREADY PASSED A SNIJIB/CSCS HEALTH & SAFETY TEST?

Please provide a copy of your Health and Safety Test score report or certificate.

### AFFILIATE MEMBER

Discount rates apply to employers who are an Affiliate Member and employees who are employed by an Affiliate Member.

### IN-HOUSE SNIJIB/CSCS INVIGILATOR HEALTH & SAFETY TESTS

If you do not receive your SNIJIB/CSCS Test within 4 weeks of making payment you must inform the SNIJIB. If you highlight this after 6 weeks, you may be charged for replacement tests.

If you have lost your SNIJIB/CSCS Test you will be charged for a replacement.

### COMPANIES WISHING TO REGISTER FOR AN IN-HOUSE SNIJIB INVIGILATOR

Please complete and submit the [Invigilator Application Form](#) signed by the applying invigilator.