



## **ECS Health, Safety and Environmental Application**

The SJIB **only** facilitate and invigilate the ECS Health, Safety and Environmental Assessment on behalf of individuals who are working through Recruitment Agencies, are self-employed or un-employed.

### **Arrangements**

- Anyone who turns up for an assessment who has not received confirmation from the SJIB will be turned away.
- The assessment will start promptly at the scheduled time and end approximately 40 minutes later. Please allow plenty time to be seated prior to the start of the assessment.
- Please bring photographic proof of identity e.g. Passport, Driving Licence, SJIB Grade (ECS) Card. Failure to provide this will result in the assessment being re-scheduled.
- You will not be admitted to the assessment after it has started.
- You must switch off all communication devices such as mobile phones and pagers before entering the assessment room.
- If, in the opinion of the Invigilator, you act in a manner likely to disrupt the Health and Safety Assessment, you will be disqualified and asked to leave the assessment room.
- During the Health and Safety Assessment, you will not be permitted to communicate with other candidates under any circumstances.
- If you finish the assessment before others, you are expected to remain quiet until all candidates have completed the assessment.
- There is a Customer Satisfaction Survey which we would appreciate if you could complete at the end of assessment, this is optional, however if the assessment goes to full time, there will be time added to complete survey.
- If you have learning difficulties, or are unfamiliar or uncomfortable dealing with the assessment, please bring this to the attention of the ECS Administrator when you are booking the assessments and they will make alternative arrangements in a sympathetic and confidential manner.
- When possible the results will be processed and posted to Candidates (first class) by Monday.

**Please Note: No Grading Card applications or payment will be accepted on the day of the assessment.**

## SJIB GDPR Privacy Notice

The SJIB records the personal data requested in this application form on a secure IT database which enables the SJIB to provide you an ECS Health, Safety and Environmental Assessment and an SJIB Grade (ECS) card. In order to do this the SJIB are required to update and maintain your record of training, qualifications, SJIB grade(s) achieved over the years and applications.

The following details are retained on the SJIB's database:

- National Insurance Number
- Name
- Address
- Email
- Phone Number
- Date of Birth
- Union Membership Number
- History of apprenticeship (if applicable)
- Grade card applications
- Grade
- Qualified Supervisor (SELECT or NICEIC if applicable)
- Training courses
- Occupation
- Documents (scanned application forms and certificates)

The legal bases for the collection, processing, and transference of this data is *necessary for the discharge of a contract and explicit consent*.

You may request the correction, completion, or deletion of your records at any time by submitting a request in writing to the SJIB. Please be aware that to request the deletion of your records is to delete your entire history and all records with the SJIB. This means that the SJIB would no longer be able to confirm your history of apprenticeship, SJIB grade(s), vocational qualifications, or any other qualifications to you or a potential employer/client/site. Unless you specifically request the deletion of your records, the SJIB will retain these indefinitely as a record of your educational and professional attainment.

The SJIB would like to be able to share your details with other organisations, where appropriate. If you agree to this potential sharing of restricted personal data, please sign this document and indicate below by ticking each box and return it to the SJIB with your application.

<b>Organisations</b>		<b>Organisations</b>	
SELECT Members		Recruitment Agencies	
SJIB Members		Contractors	
JIB		Local Authorities	
Unite the Union		Building Standards Departments	
Employer (Current)		Other businesses	
Potential Employers		Any Other Named Person (Please record below)	

For more information please refer to the SJIB Privacy Statement by visiting [www.sjib.org.uk](http://www.sjib.org.uk) and clicking on GDPR.



**ECS  
Health, Safety and Environmental Assessment  
Application**

The SJIB **only** facilitate and invigilate the ECS Health, Safety and Environmental Assessment on behalf of individuals who are working through Recruitment Agencies, are self-employed or un-employed.

<b>National Insurance Number</b>	
<b>Full Name</b>	
<b>Address</b>	
<b>Post Code</b>	
<b>Contact Telephone Number (Must be provided for confirmation purposes)</b>	
<b>Email address</b>	
<b>Occupation</b>	
<b>Unite the Union Membership Number</b>	

**(Tick appropriate box)**

Confirmation letter to be sent via:	Email	<input type="checkbox"/>	Post	<input type="checkbox"/>
Unite the Union Member	£30.00	<input type="checkbox"/>		
Non-Union Member	£48.00	<input type="checkbox"/>		
Question & Answer Study Booklet	£5.00	<input type="checkbox"/>		

To view the full range of questions and answers before you sit your assessment go to [www.sjib.org.uk](http://www.sjib.org.uk) your local library can assist if you do not have a computer.

Please make cheques/postal orders payable to the SJIB; alternatively complete and return the attached Payment Request form. Enclose your method of payment with your ECS Application form and return it to:

**The Walled Garden,  
Bush Estate,  
Midlothian,  
EH26 0SB.**

For Office Use Only:

Assessment Date:	Date Confirmation letter/email sent:
Confirmation Date:	Date Booklet sent:

