
	<b>Application Form</b>	Doc No:	BF157
		Revision No:	0
	<b>Application For Carbon Footprinting Certification Scheme – Assessor Training</b>	Date:	09/07/2010
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Please complete and return this application form with any supporting documentation to:  
 BRE Highlands, The Greenhouse, Beechwood Business Park North, Inverness, IV2 3BL.  
 Digital Copies to be sent to [Highlands@bre.co.uk](mailto:Highlands@bre.co.uk)

***It is essential that this form is filled in to the best of your knowledge, information and belief.***

***Failure to do so or failure to disclose any relevant information will prejudice the application for membership of the Scheme and may lead to disciplinary action in the future, which could result in withdrawal of membership.***

***Please ensure that you have completed all sections of this form and that you have enclosed the accompanying documents and fees (if applicable) which are listed in Section 7 below.***

***We reserve the right to come back to you to ask for further information. You should also tell us immediately if any detail in this application changes at any time.***

***This form requests information which relates to your eligibility to be a Carbon Footprint Assessor. If you are assessed and do not to meet the eligibility criteria, then there is an independent appeals procedure which you can use if you want to appeal against this assessment. For guidance, please see Scheme Documents.***

***If you need help to complete this form or if you have any questions, or comments about the form that you would like to pass on, then please call us on 01463 667309 or write to/email us at [Highlands@bre.co.uk](mailto:Highlands@bre.co.uk)***



### 1. Personal Details

Name	
Date of birth	
Nationality	
Address	
	Postcode: <input type="text"/>
	Time at this address:

### 2. Contact Details

***This section requires you to provide us with your preferred contact details if we need to contact you about this application or your subsequent membership of the Scheme.***

Contact details	Telephone:	Office:
	Mobile:	
	E-Mail:	

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### 3. Employment Status

**Please note this section refers to your employment status as Carbon Footprint Assessor. This is important as the business name will appear on your accreditation scheme certificate.**

**Please note the trading name of the company should match the one on your complaints procedure.**



Type of business Please tick (✓) as appropriate	Limited Company <input type="checkbox"/> , Sole Trader <input type="checkbox"/> , or Partnership <input type="checkbox"/>
Trading name	
Company details if applicable	Registered Name Registration Number Position held Date employment started
Address and contact details	Postcode: Telephone <input type="text"/> Fax E-mail Website <input type="text"/>

### 4. Public information

**Your name, scheme membership number and membership status will automatically be published on the CFCS Register within [www.greenbooklive.com](http://www.greenbooklive.com).**

**This section requires you to tell us which additional information you would like to appear on the National Register. If you do not want your business address and the information listed below in section 4 to be made public, please state 'NOT APPLICABLE'.**

Post code details you will be working in (to be published on the register)	Please specify the post code coverage that you intend to work in: For example: LP 1,2,3 SP 1-3 etc. Or if you intend to cover the whole of a post code area: LP*, SP* etc.
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**5. Professional Qualifications & Memberships (if applicable)**

*To be eligible to be a Carbon Footprint Assessor you must have appropriate professional and educational background and experience. In this respect please complete and provide details for the following:*

1. Are you a member of any existing BRE/ BRE Global scheme(s)?  
If yes please provide details of the scheme(s) or your membership number(s)
  
2. Are you member of any professional institutions?  
If yes please provide details and membership numbers
  
3. Are you a member of the Institute of Independent Business(IIB)?  
If yes please provide a digital copy of your certificate and membership number
  
4. If you have answered NO to all of the above , please provide evidence of your educational qualifications together with copies of relevant certificates and any other relevant information.



**6. Scheme Requirements**

*To be eligible to be a Carbon Footprint Assessor you must be a fit and proper person and must not have been convicted or cautioned for a relevant offence.*

Please answer the following questions (if you answer YES to any question please provide full details at the bottom of the box or on a separate sheet):

- |  |        |
|--|--------|
| 1. Have you ever had any bankruptcy order or proceedings against you (e.g. County Court Judgements)? | YES/NO |
| 2. Have you ever had any individual voluntary arrangement with or for the benefit of your creditors? | YES/NO |
| 3. Have you ever been disqualified as a director?  | YES/NO |

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|--|--------|
| 4. Have you ever had any disciplinary proceedings or consumer redress that have been taken or awarded against you by any other Certification / Accreditation Scheme, professional or regulatory body, trade association or any similar organisation? Please state the nature of the proceedings or consumer redress and the outcome (if known) | YES/NO |
| 5. Have you ever had any application to join any other Certification / Accreditation Scheme, professional or regulatory body, trade association or any similar organisation which has been declined at any time for any reason?  | YES/NO |
| 6. Have you ever had any suspension or withdrawal of membership by or from any other Certification/Accreditation Scheme, professional or regulatory body, trade association or any similar organisation at any time?   | YES/NO |
| 7. Have you ever been unable to obtain indemnity insurance or have any special conditions or premiums ever been applied to such a policy to your knowledge   | YES/NO |
| 8. Have you been arrested, charged or had criminal proceedings against you in connection with any offence in the UK or elsewhere at any time in any jurisdiction   | YES/NO |
| 9. Are there any other financial or legal matters that may be relevant? (If in doubt please include all issues, even if they have been resolved).  | YES/NO |

***If you have answered yes to any of the questions above, please provide details here or on a separate sheet of a paper and include any relevant supporting information (e.g Creditors letters) with your application.***

**Details:**

***It should be noted that disclosure of any information listed above will not necessarily mean that you will be deemed not to be a fit and proper person to be a Carbon Footprint Assessor. Again, we would also point out that there is an independent appeals process which is available to you if you disagree with and would like to appeal any assessment that you are not a fit and proper person to be a Carbon Footprint Assessor.***



#### **7. Appendices**

***In order to process your application quickly, please confirm that you have the following documents and will forward a digital copy in support of your application.:***

A copy of your Professional Indemnity insurance certificate (minimum sum £250,000)

A copy of your complaints procedure

Copies of any documents relating to any matter disclosed under Section 6 above

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**8. Declaration of the candidate (FOR ALL CANDIDATES)**

I confirm that:

- a. I have read and understood the scheme document and terms and conditions of certification.
- b. I agree that the following information will be publicly available on the Register:
  - my name
  - my unique membership number (*which we will issue to you*)
  - my membership status (active, suspended, withdrawn or not active)
  - contact details (if specified in section 3).

I agree that the information which I disclose in this form, including any personal data and sensitive personal data, may be shared with other Certification Schemes.

- c. Any recognition given to me as an individual is dependent upon my continuous employment with the Company named on the certificate (any changes in circumstances must be notified to BRE Global in writing).
- d. I confirm that I have answered all the questions on this application form to the best of my knowledge, information and belief and that I have not withheld any relevant information.

Name:  Date:

Signature: