

## **Online application submissions**

### **Guidance for Qualifying Employment applicants**

To apply to have your employment assessed against the Qualifying Employment requirements, you must complete and submit for assessment:

- a Qualifying Employment Application Form,
- a signed reference from your employer and
- a non-refundable assessment fee.

Please complete the Qualifying Employment application form and send it to us, unsigned, at [geapplications@cilexregulation.org.uk](mailto:geapplications@cilexregulation.org.uk)

On receipt of a new application we will send you an invoice for the application fee and make arrangements for your application form to be sent to you using Adobe sign so that you can provide an authenticated signature on the declaration.

We ask that you send us your supporting reference as a separate attachment to your application form. We will require the email address of the referee so that they can also be contacted and asked to authenticate the reference using Adobe sign. A field is being added to the Qualifying Employment application form at part 4 so that you can provide us with their details. If you have not used the latest version of the application form, please provide the email address for your referee in the email you send to us attaching the application form and reference.

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