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| CIEEM_Primary Logo (no background) | Chartered Institute of Ecology and Environmental Management  Application for Membership |

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| All applicants submitting an application are expected to be familiar with the content of CIEEM’s Membership Regulations, Code of Professional Conduct and Competency Framework before completing this form. All these documents and supporting videos can be found on our [Applying for membership](https://cieem.net/i-am/membership/applying-for-membership/) webpage.  *Please type in the boxes provided, remembering to check spelling and adhere to word limits where applicable.* *Should there be any sections you cannot complete please leave blank or write ‘not applicable’.* ***NB****: Processing of this application takes a minimum of three months on receipt of a completed application. Failure to complete this form adequately will delay assessment.* |

Personal details

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| --- | --- | --- | --- | --- | --- |
| **Title:** |  | **Forename(s):** |  | **Surname:** |  |

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| **Home address:** |  | **Home email:** |  |
| **Home tel:** |  |
| **Home mobile:** |  |

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| **Employer:** |  | **Position:** |  |
| **Work address:** |  | **Work email:** |  |
| **Work tel:** |  |
| **Work mobile:** |  |

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| **Which are your preferred contact details?** *(please select one)* | Home |  | Work |  |

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| **Level of CIEEM membership being applied for:** | Choose an item. |
| **Current level of CIEEM membership held** (if applicable)**:** | Choose an item. |
| **How did you learn about CIEEM?** |  |

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| Which of the following resources did you use when completing your application? |  | CIEEM Applying for Membership video |
|  | CIEEM’s Competency Framework video |
|  | Guidance document for applicants |
|  | CIEEM’s Competency Framework document |
|  | Guidance document for sponsors |
|  | Competency self-assessment tool |

Summary of higher education

|  |  |  |  |
| --- | --- | --- | --- |
| **Course title** | **Institution / Awarding body** | **Qualification level**  *(e.g. PhD, MSc, BSc)* | **Dates**  **(from-to)** |
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Other qualifications and licences

Please list any other nationally recognised, relevant qualifications or licences you have achieved. Please include details of the awarding body, grade (if appropriate), the year the qualification or licence was achieved alongside any other relevant information.

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Research and publications record

Please continue on a separate sheet if necessary, or incorporate it with your CV.

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Membership of professional bodies and learned societies

Please list all relevant Professional Bodies and Learned Societies of which you are a current member  
*(e.g. CIWEM, IEMA, etc)*.

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| **Professional body** | **Membership category** *(if relevant)* | **Date accepted into this category** |
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Details of current professional activity

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| --- | --- | --- | --- | --- |
| **Current Employment Status:**  *(e.g. Self-employed, employed, volunteer)* | |  | | |
| **Position:**  *(if relevant)* |  | | **Full/Part time:** |  |
| **Employer:** |  | | **Commencement date:** |  |
| **Description of current professional role(s)** | | | | |
| 1. *Please indicate grade or seniority level held.* 2. *Describe the main purpose or scope of the role.* 3. *Give details of some relevant tasks or projects undertaken.* | | | | |
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Previous relevant experience

Summary of all previous relevant projects/appointments held (including periods of voluntary work, work undertaken whilst self-employed and previous posts with a current or previous employer if relevant). **If you wish to attach a CV in support of your application, please append.**

1. Begin with the most recent.
2. Part-time (PT) work must be detailed in full (*i.e.* the number of days per week and/or month).
3. Do not leave any unexplained gaps. If there are any gaps, give the start and end dates of the gap, put not applicable (n/a) in the next four columns and then briefly indicate the reason in the final column.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Start date**  *(mm/yy)* | **End date**  *(mm/yy)* | **Organisation** | **Role** | **FT/PT** | **Relevant duties and/or experience** *(including projects, responsibilities)* |
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Continuing Professional Development (CPD)

**If you are a new applicant**, please describe any relevant training or CPD undertaken in the last three years *(e.g. courses organised by CIEEM, external training providers or by your employer)* in the table below.

**For upgrade applications**, please submit your records within the online CPD tool that can be accessed via the [My CIEEM](https://events.cieem.net/login.aspx?Type=AREA) area of the CIEEM website before you submit your application. Please note that for Student members who are upgrading this is not a requirement, but you are encouraged to record CPD.

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| --- | --- | --- | --- | --- | --- |
| **Date**  *(mm/yy)* | **No. of**  **hours** | **Title & Description of CPD activity** | **Provider** | **Structured or unstructured**  *(S or U/S)* | **Knowledge area or skill developed and how it has been applied to your professional practice** *(max 100 words)* |
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Sponsors

Two sponsors are required to support applications for Full or Associate membership to confirm the accuracy of the information contained within it. It is preferable, but not essential, that sponsors are members of CIEEM at the same grade as that being applied for or above, and they should ideally have known the applicant for at least 12 months. In all cases, all sponsors must have good knowledge of the applicant’s work and be able to endorse their competence and integrity as a possible member. All non-member sponsors must be suitably experienced and working at or above the level of membership being applied for. A copy of their CV or work profile must be provided to demonstrate their suitability. It is the responsibility of the applicant to request this information from the non-member sponsor and forward it to us with their application. **Sponsors cannot be related to applicants.**

Sponsors of membership applications are encouraged to read the information available on the [Applying for membership](https://cieem.net/i-am/membership/applying-for-membership/) webpageof the CIEEM websiteto ensure that they feel able to support the application. Sponsor guidance can also be emailed: please contact the membership team via [membership@cieem.net](mailto:membership@cieem.net) to request this.

A sponsor may be in breach of the Chartered Institute’s Code of Professional Conduct (or that of another professional body of which they are a member) if they knowingly endorse false claims of competence. In the interests of clarity, further information may occasionally be sought from sponsors.

To sponsor this applicant please:

1. refer to the first page of this form to see which level of membership and associated level of competence the applicant is applying for. You are asked to indicate whether you endorse the evidence the applicant has provided at the level being claimed for each competency they have chosen. Please only endorse those competencies you feel able to.
2. supply your personal details in the ‘Declaration by Sponsors’ section of the form and sign the declaration statements.

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| **Data protection**:  By agreeing to act as a sponsor you will be providing CIEEM with some of your personal data. If you are a current CIEEM member we may use this data to update our records where it differs from that which we currently hold about you and for the duration of the applicant’s membership should your own membership cease. If you are not currently a CIEEM member we will securely retain this information for:   * the duration of the assessment and appeals processes; * the duration of the applicant’s membership if this application is successful; * a limited time in line with our retention policy if this application is unsuccessful.   We will only share this information with relevant parties integral to our assessment, appeals and disciplinary processes. We will never share or sell your information to any other organisations without your consent. We will never send you information unrelated to this application without first obtaining your consent. Thank you. |

Summary of competence

**Applicant**

With reference to CIEEM’s Competency Framework please provide evidence of your relevant skills and experience. You must provide evidence of competence for a total of **seven** competencies, one of which must be Professional Conduct (PC1). A minimum of **three** of the competencies should be from the **Technical** list and **two** from the **Transferable** list (other than Professional Conduct). The table below provides details of the minimum level of competence you must demonstrate depending on which level of membership you are applying to upgrade to:

|  |  |
| --- | --- |
| **Membership level** | **Minimum competence level** |
| Associate | Capable |
| Full | Accomplished |

Please note that there is a **maximum of 350 words** per competency and a **recommended minimum of 300 words**. Use the drop-down boxes to select your competency choices and ensure you structure your evidence using the **STARE method**. Please ensure your statements of competence are written in the first person.

**Every claimed competency must be endorsed by at least one sponsor.**

More information about how to complete this section of the application form, including the STARE method, is available in our Detailed Guidance Document available on our [Applying for membership](https://cieem.net/i-am/membership/applying-for-membership/) webpage.

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| --- | --- | --- |
| Competency 1 | | |
| Transferable | | PC1 – Professional Conduct |
| **Relevant evidence:**  *(recommended minimum 250 - maximum 350 words)* | |  |
|  | | |
| **First sponsor** | | |
|  | I confirm I have read and agree with the statements provided for this competency. | |
|  | I am unable to endorse the statements provided for this competency. | |
| **Second sponsor** | | |
|  | I confirm I have read and agree with the statements provided for this competency. | |
|  | I am unable to endorse the statements provided for this competency. | |

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| Competency 2 | | |
| Transferable | | Choose an item. |
| **Relevant evidence:**  *(recommended minimum 250 - maximum 350 words)* | |  |
|  | | |
| **First sponsor** | | |
|  | I confirm I have read and agree with the statements provided for this competency. | |
|  | I am unable to endorse the statements provided for this competency. | |
| **Second sponsor** | | |
|  | I confirm I have read and agree with the statements provided for this competency. | |
|  | I am unable to endorse the statements provided for this competency. | |

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| Competency 3 | | |
| Transferable | | Choose an item. |
| **Relevant evidence:**  *(recommended minimum 250 - maximum 350 words)* | |  |
|  | | |
| **First sponsor** | | |
|  | I confirm I have read and agree with the statements provided for this competency. | |
|  | I am unable to endorse the statements provided for this competency. | |
| **Second sponsor** | | |
|  | I confirm I have read and agree with the statements provided for this competency. | |
|  | I am unable to endorse the statements provided for this competency. | |

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| Competency 4 | | |
| Technical | | Choose an item. |
| **Relevant evidence:**  *(recommended minimum 250 - maximum 350 words)* | |  |
|  | | |
| **First sponsor** | | |
|  | I confirm I have read and agree with the statements provided for this competency. | |
|  | I am unable to endorse the statements provided for this competency. | |
| **Second sponsor** | | |
|  | I confirm I have read and agree with the statements provided for this competency. | |
|  | I am unable to endorse the statements provided for this competency. | |

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| Competency 5 | | |
| Technical | | Choose an item. |
| **Relevant evidence:**  *(recommended minimum 250 - maximum 350 words)* | |  |
|  | | |
| **First sponsor** | | |
|  | I confirm I have read and agree with the statements provided for this competency. | |
|  | I am unable to endorse the statements provided for this competency. | |
| **Second sponsor** | | |
|  | I confirm I have read and agree with the statements provided for this competency. | |
|  | I am unable to endorse the statements provided for this competency. | |

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| Competency 6 | | |
| Technical | | Choose an item. |
| **Relevant evidence:**  *(recommended minimum 250 - maximum 350 words)* | |  |
|  | | |
| **First sponsor** | | |
|  | I confirm I have read and agree with the statements provided for this competency. | |
|  | I am unable to endorse the statements provided for this competency. | |
| **Second sponsor** | | |
|  | I confirm I have read and agree with the statements provided for this competency. | |
|  | I am unable to endorse the statements provided for this competency. | |

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| Competency 7 | | | |
| Choose **one** of the following options for your final competency choice. | | | |
| Transferable | |  | Choose an item. |
| Technical | |  | Choose an item. |
| **Relevant evidence:**  *(recommended minimum 250 - maximum 350 words)* | | |  |
|  | | | |
| **First sponsor** | | | |
|  | I confirm I have read and agree with the statements provided for this competency. | | |
|  | I am unable to endorse the statements provided for this competency. | | |
| **Second sponsor** | | | |
|  | I confirm I have read and agree with the statements provided for this competency. | | |
|  | I am unable to endorse the statements provided for this competency. | | |

Declaration by sponsors

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| First sponsor | | | | | | | | | |
| **Name:** | |  | | | | | | | |
| **Position:** | |  | | | | | | | |
| **Email:** | |  | | | | | | | |
| **Are you a CIEEM member?** | | |  | | | Yes |  | No | |
| **Capacity in which you know the applicant:**  *(e.g. colleague, manager)* | | |  | | | | | | |
| **Length of time you have known the applicant:** *(e.g. months, years)* | | |  | | | | | | |
| As a sponsor of this applicant you are asked to confirm that: | | | | | | | | | |
| 1. you have read and agree to the data protection statement detailed on page 6; | | | | | | | | |  |
| 1. you have read the CIEEM Competency Framework, Code of Professional Conduct and the Membership Regulations. (All these documents can be found on our [Applying for membership](https://cieem.net/i-am/membership/applying-for-membership/) webpage; | | | | | | | | |  |
| 1. to the best of your knowledge you consider the applicant to be a person of integrity and that he/she is suitable for election to the grade of membership applied for; | | | | | | | | |  |
| 1. to the best of your knowledge the applicant has practised, currently practises and is likely to continue to practise in a manner which accords with the principles and objectives of the Chartered Institute’s Code of Professional Conduct; | | | | | | | | |  |
| 1. to the best of your knowledge, all the information contained in the application is accurate. | | | | | | | | |  |
| **Signed:** |  | | | **Date:** |  | | | | |

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| Second sponsor | | | | | | | | | |
| **Name:** | |  | | | | | | | |
| **Position:** | |  | | | | | | | |
| **Email:** | |  | | | | | | | |
| **Are you a CIEEM member?** | | |  | | | Yes |  | No | |
| **Capacity in which you know the applicant:**  *(e.g. colleague, manager)* | | |  | | | | | | |
| **Length of time you have known the applicant:** *(e.g. months, years)* | | |  | | | | | | |
| As a sponsor of this applicant you are asked to confirm that: | | | | | | | | | |
| 1. you have read and agree to the data protection statement detailed on page 6; | | | | | | | | |  |
| 1. you have read the CIEEM Competency Framework, Code of Professional Conduct and the Membership Regulations. (All these documents can be found on our [Applying for membership](https://cieem.net/i-am/membership/applying-for-membership/) webpage; | | | | | | | | |  |
| 1. to the best of your knowledge you consider the applicant to be a person of integrity and that he/she is suitable for election to the grade of membership applied for; | | | | | | | | |  |
| 1. to the best of your knowledge the applicant has practised, currently practises and is likely to continue to practise in a manner which accords with the principles and objectives of the Chartered Institute’s Code of Professional Conduct; | | | | | | | | |  |
| 1. to the best of your knowledge, all the information contained in the application is accurate. | | | | | | | | |  |
| **Signed:** |  | | | **Date:** |  | | | | |

**Scanned or electronic signatures will be accepted, however, to enable the application to be processed, we will confirm your sponsorship of the applicant via email if signatures are typed.**

Declaration by applicant

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| --- | --- | --- | --- |
| By entering my name in the box below, I certify that the information in this application to be true and correct, to the best of my knowledge. I agree that this information can be used for the purpose of processing my application for membership of the Chartered Institute of Ecology and Environmental Management (CIEEM), subject to approval by the Governing Board, and may be shared with approved third parties solely for this purpose.  I agree that details pertinent to my application and membership history will be held and used by CIEEM, under the terms of the Data Protection Bill and GDPR (General Data Protection Regulations), for the purposes of establishing and maintaining membership of CIEEM and administering activities for members.  I confirm that I have read and agree to be bound by the terms and conditions of membership stated in the Membership Regulations or any subsequent amendments thereof. I confirm that I have read and agree to be bound by the Code of Professional Conduct or any subsequent amendments thereof.  I understand that my application for membership may be refused, or my membership may be later withdrawn, if I have provided false or untrue information or if I am found not to have complied with the Membership Regulations or Code of Professional Conduct. | | | |
| **Signed:** |  | **Date:** |  |

Payment information

**For new member admissions**, current subscription fees can be found the relevant membership grade webpages.

**For upgrade admissions**, the upgrade fee is the difference in costs between the amount you paid for your latest renewal and the current subscription fee for the grade being applied for.

**Please note that:**

* An administration fee due will be invoiced on receipt of your application and payment is required according to the terms stated on the invoice. Failure to pay will prevent your application from undergoing assessment.
* Should your application be successful, an invoice for your first year of membership at the grade being applied for will be issued and payment is required according to the terms stated on the invoice.
* All membership renewals are payable on the 1st of October each year. Therefore, the invoice for your first year of membership at the grade being applied for will be generated on a pro-rata basis. Any new members admitted in September will be invoiced for a full years’ fee for the following subscription year in addition to the pro-rata membership fee. Please see the following table for more information:

|  |  |
| --- | --- |
| **Month application is successful** | **The proportion of subscription fee due** |
| October, November, December | Full amount |
| January, February, March | Three-quarters full amount |
| April, May, June | Half full amount |
| July, August, September\*  *(\*upgrades only)* | One-quarter full amount |
| September  *(new admissions)* | One and one-quarter full amount |

Please advise us in **one** of the tables below whether your invoice should be issued to yourself or your employer.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | My invoice address is the same as my **home** details. | | | |
|  | | | | |
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|  | Please raise an invoice with the below details: | | | |
| **Invoice to:** | |  | **Invoice details:**  *(e.g. PO number)* |  |
| **Invoice address:** | |  | | |
| **Invoice email address:** | |  | | |

If you are paying for your application yourself, a payment confirmation will be emailed out to you on receipt of payment.

Professional Indemnity and Public Liability Insurance

Members of CIEEM are required to ensure that they have adequate Professional Indemnity and/or Public Liability insurance for any relevant work they might undertake. In many cases, this requirement will be satisfied by your employer. You may be required to show proof of this from time to time.

Application checklist

Please tick the boxed below to confirm that:

|  |  |
| --- | --- |
|  | You have signed the declaration and dated this application |
|  | Your sponsors have signed and dated this application, and if they are not CIEEM members you have enclosed a copy of their CVs |
|  | You have included the correct invoicing details |
|  | You have spell checked your application |
|  | You have completed answers where applicable within the required word limits |

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| **When you are ready to submit your application, email a copy to** [**membership@cieem.net**](mailto:membership@cieem.net) |
| If you have any queries regarding the application form or process, please contact  the Membership team on the above email or call on **01962 868626**. |