

## GUIDANCE ON COMPLETION OF THE APPLICATION FORM

Please be aware that all fields on the application form must be completed in full, where appropriate. Incomplete forms could result in a delay in the processing of your application.

### **Section 1** – *Personal Details*

Please complete in full. This will ensure that you receive all communications and publications promptly. There is an option for you to choose your preferred address for correspondence. This will be for the invoicing of subscriptions, the Journal and any other information that IHEEM deems to be appropriate to its members. You may also request to use both addresses, one for subscriptions and the other for mailings. Please indicate your preferences on the form.

### **Section 2** – *Educational Qualifications*

Please list all your post school qualifications, in date order, starting with the most recent. You must also provide copies of the original certificates countersigned by your sponsors as having seen the original. Please ensure that you include any subsequent pages that evidence modules studied.

### **Section 3** – *Work Experience*

Please give details of current position, listing your roles and responsibilities, including your title and date appointed.

### **Section 4** – *Curriculum Vitae*

Please submit an up to date CV, detailing your career history. Please include details of roles and responsibilities, title or positions, and the dates of each of these appointments.

### **Section 5** – *Organisation Chart*

Please append a current company organisation chart, indicating your position.

### **Section 6** – *Engineering Council*

For applicants wishing to apply for registration with the Engineering Council only. Please seek further guidance from the Membership Department

### **Section 7** – *Applicants Declaration*

Please sign and date the form. In doing so you agree to the terms and conditions of IHEEM membership

### **Section 8** – *Sponsors*

You are required to provide two sponsors. It is preferable that they are both members of IHEEM, but not essential. Both sponsors must have known you for a minimum of two years.

### **Continuing Professional Development**

You are encouraged to submit a CPD record and plan with your application.

This is essential for existing members applying for an upgrade.

This is essential for applicants for registration as an Authorising Engineer.

Existing members may log-in to the on-line CPD recording system at [www.iheem.org.uk/CPD/IHEEM-mycareerpath](http://www.iheem.org.uk/CPD/IHEEM-mycareerpath)