

APPLICATION FOR MEMBERSHIP



PLEASE ENSURE ALL PARTS OF THIS FORM ARE COMPLETED IN FULL BEFORE SUBMITTING.

Please refer to guidance notes before completing this form.

Section I

Part A: Personal details (please use block capitals)

Membership no.: (If applicable)	<input type="text"/>	Current membership class: (If applicable)	<input type="text"/>												
Title:	<input type="text"/>	Gender:	<input type="text"/>												
		Date of birth:	<table><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y						
D	D	M	M	Y	Y										
Forename:	<input type="text"/>	Surname:	<input type="text"/>												
Home address:	<input type="text"/>														
Postcode:	<input type="text"/>	Email:	<input type="text"/>												
Telephone: (Private)	<table><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>COUNTRY</td><td>AREA</td><td>NUMBER</td></tr></table>	<input type="text"/>	<input type="text"/>	<input type="text"/>	COUNTRY	AREA	NUMBER	Mobile:	<table><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>COUNTRY</td><td>AREA</td><td>NUMBER</td></tr></table>	<input type="text"/>	<input type="text"/>	<input type="text"/>	COUNTRY	AREA	NUMBER
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COUNTRY	AREA	NUMBER													
<input type="text"/>	<input type="text"/>	<input type="text"/>													
COUNTRY	AREA	NUMBER													

Part B: Current employer

Company name:	<input type="text"/>						
Job title:	<input type="text"/>						
Address:	<input type="text"/>						
Postcode:	<input type="text"/>						
Telephone: (Work)	<table><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>COUNTRY</td><td>AREA</td><td>NUMBER</td></tr></table>	<input type="text"/>	<input type="text"/>	<input type="text"/>	COUNTRY	AREA	NUMBER
<input type="text"/>	<input type="text"/>	<input type="text"/>					
COUNTRY	AREA	NUMBER					

Is your company part of the CBC Scheme? Yes ☐ No ☐

A CV must be attached, which details your major duties and responsibilities. It is important that you quantify details of your own professional responsibilities for people, projects and finance.

Please briefly describe where you first heard of the CIOB:

Section 2: Higher education and qualifications

To ensure we are able to speed your application through quickly, please ensure you enclose copies of your qualifications and an up-to-date CV.

Award	Teaching institution	Title of course	Dates

I enclose photocopies of each of the above awards.

Membership of other Professional Bodies:

Section 3: Personal Declaration

You must agree with all the declarations listed below before proceeding with the membership. Tick the checkbox 'I agree with the above' found at the bottom right corner in every declaration box.

1. Charter

I understand that I will be considered for the appropriate class of membership and if admitted undertake to observe The Royal Charter and Bye Laws the Rules and Regulations of Professional Competence and Conduct and any other Regulations for the time being in force.

I declare that I have read The Chartered Institute of Building (CIOB) Royal Charter and Bye Laws and The Rules and Regulations of Professional Competence and Conduct. Search 'Royal Charter' on our website www.ciob.org. I agree with the above ☐

2. Accurate Information

I declare that the documents that I have provided and the statements I have made on this form are true. I also agree to pay the appropriate annual subscription as requested by the Institute. I agree with the above ☐

3. Criminal Convictions Statement

Please confirm that you have disclosed to the CIOB full details of the following where applicable.

Any charge or conviction of a criminal offence where the penalty could be imprisonment unless it is now a spent conviction as provided in the Rehabilitation of Offenders Act 1974 or the equivalent in your jurisdiction.

Whether you are an undischarged bankrupt or within the last three years have been subject to any insolvency proceedings or other arrangements with creditors in respect of your debts (such as an Insolvency Voluntary Arrangement).

If at any time the CIOB discovers that you have failed to disclose any of the above or that you have provided false information it will have the right to terminate your membership with immediate effect (with no further obligation to refund any subscriptions or fees).

Confirmation of any disclosures:

If you wish to send this information confidentially then please write to:
CIOB, 1 Arlington Square, Downshire Way, Bracknell, Berkshire, RG12 1WA, UK

I understand and accept that I am accountable for the truth of this declaration ☐

Data Protection

The CIOB processes member information in accordance with the Data Protection Act 1998.

☐ I am registered with the Telephone Preference Service (TPS)

Preferred mail contact:

- ☐ E-mail
☐ Post

Preferred phone contact:

- ☐ Home
☐ Work
☐ Mobile

☐ I would like to receive communication via Text (where applicable)

☐ I would like to receive information in relation to the CIOB (e.g. e-newsletters, surveys).

☐ I would like to receive information in relation to events and CPD held by my local CIOB branch/centre.

I would like to receive information from CIOB on

- ☐ Member Benefits
☐ CMYA

☐ I do not want to receive information from CIOB.

☐ Occasionally the CIOB may pass on your details to third parties, where it is deemed to be a benefit and in line with the Institute's objectives.

Signature of candidate:

Date:

GUIDANCE NOTES FOR COMPLETING APPLICATION FOR MEMBERSHIP

If you wish to use this form to find out the class of membership for which you are eligible, please complete pages 1 and 2 and return form for assessment.

This form is also used for applying or upgrading your membership.

Photocopies of qualifying awards must be submitted with this application form, whether it is an initial enquiry or an upgrade in class.

Membership criteria

Student or non-studying

This is for those who are either studying for a degree or construction-related level 3/4 course, or for those who have not reached full academic recognition.

Applicant

This is for those who have a degree or equivalent, or who are fully exempt from all the Institute's examinations and preparing for the Professional Review.

Members of the CIOB are professionals involved in the management of the total construction process, including senior company executives, site and project managers, consultants, researchers and academics.

The functions of practical experience which are recognised are as follows:

Architectural Technology	Facilities Management	Quality Control
Building Control	Health and Safety	Quantity Surveying
Building Asset Management	Inspection	Research
Building Conservation	Maintenance Management	Site Engineering
Construction Management	Planning	Site Management
Cost and Production Control	Planning Supervision	Teaching
Design	Project Management	Training
Estimating	Purchasing	

Any other function acceptable to the Institute which requires the exercise of professional judgement relating to some aspects of the Built Environment is also acceptable.

Full details of the membership regulations can be accessed on our website **www.ciob.org**

Your payment options

For details of fees please refer to current fees list.

Payment methods

Cheque or Bank draft made payable to the CIOB
Credit/Debit card.

A member of the CIOB membership team will contact you to discuss payment options.

Receipts will be available from the 'User Login Area' of the CIOB website, once your membership has been processed.

Receipts can be obtained through the CIOB website at **www.ciob.org** via the 'User Login Area'.

Please return form to the address below:

The Chartered Institute of Building, 1 Arlington Square,
Downshire Way, Bracknell, Berkshire, RG12 1WA, UK

t: +44 (0)1344 630 700

e: memenquiry@ciob.org.uk **w:** www.ciob.org

Registered charity in England and Wales (280795)
and in Scotland (SC041725)

THE CHARTERED INSTITUTE OF BUILDING

The Chartered Institute of Building (CIOB) represents for the public benefit the most diverse set of professionals in the construction industry.

Our Mission:

To contribute to a modern, progressive, and responsible construction industry, meeting the economic, environmental and social challenges of a global society.

Our Values:

- Creating extraordinary people through professional learning and continuous professional development.
- Promoting the built environment as central to quality of life for everyone, everywhere.
- Achieving a sustainable future worldwide.
- Being socially responsible and advocating exemplary ethical practice, behaviour, integrity and transparency.
- Pursuing excellence in worldwide management practice and technological innovation rooted in evidence based research.
- To be the inclusive valued Institute of choice for built environment professionals.

We have over 46,000 members around the world and are considered to be the international voice of the construction management professional, representing an unequalled body of knowledge concerning the management of the total building process.

Chartered Member status is recognised internationally as the mark of a true, skilled professional in the construction industry and CIOB members have a common commitment to achieving and maintaining the highest possible standards within the built environment. The Chartered Building Company and Consultancy Schemes (CBCs) are a vital part of the CIOB, providing the Institute's members with a further business perspective.

To find out more about the benefits of either individual CIOB membership or CBC schemes go to our website www.ciob.org or call us on +44 (0)1344 630 700 today.



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CIOB133/0615



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