



Membership of the CIPD

Application form

Affiliate membership

Please read these notes before completing the form.

To help us process your application promptly, please write clearly and use **block capitals** throughout, following any instructions carefully. If your form is not completed correctly it may delay your application.

Provided we have all the details we need from you, we'll send your membership card and receipt of payment within ten working days of receiving your form. If you don't receive these after ten working days, please call us on 020 8612 6238.

Please don't use this application form if you're currently studying for a CIPD qualification. The form that you need is available from your course tutor.

Section 1

Previous membership number (if applicable) Grade

Title Mr Mrs Miss Ms Dr Other (specify)

First name Last name

The name you supply will be used on any certificates and correspondence sent by us, so please state the name you'd prefer us to use.

Male Female

Date of birth

If you're working in a 'politically sensitive' area (such as the armed forces, central government, police, etc), please supply either a home or business address, not both.

Home details

Address

.....

.....

Town

County

Postcode

Country

Tel

Fax

Email

Business details

Job title

Company name

Address

.....

Town

County Postcode

Country

Tel

Fax

Email

My preferred daytime telephone number is:

Home Business

Please send my *People Management* magazine, membership and branch correspondence to my:

Home address Business address

I would like to receive any membership-related email communication to my:

Home address Business address

Please make sure that you've supplied your email address(es) above.

You'll automatically be allocated to a CIPD branch nearest to the postcode of your preferred mailing address.

Section 2

I agree to abide by the CIPD's Code of Professional Conduct available at www.cipd.co.uk/codeofconduct
I also give permission for you to contact the relevant persons or organisations to verify the information in my application, if appropriate.

Signature Date

Your application will be delayed if we don't receive all the required information. Please also ensure you complete sections 3, 4 and 5, otherwise we can't process your application.

Please return this form to:
Membership Administration
Chartered Institute of Personnel and Development
151 The Broadway London SW19 1JQ

Section 3

If you prefer to complete your membership questionnaire online, please visit www.cipd.co.uk/myprofile once you've received confirmation of your membership.

We're keen to ensure you're kept up to date with all member benefits available to you. We ask all our members to complete a membership questionnaire as this information helps us to support you.

The information you provide will assist CIPD and its subsidiary in developing and delivering relevant products and services to you which will help to meet your personal and professional development needs.

Please help us to keep you informed and updated by ensuring all your contact details are correct – let us know straight away if your details change.

For office use only

Membership number

Name

Email communication

Home Business

1 Your main interests

Please indicate your main areas of interest (tick all that apply)

- 1 Recruitment and selection
- 2 Employee services and conditions
- 3 Reward management
- 4 Public policy
- 5 Job evaluation
- 6 HR planning
- 7 Industrial relations/Trade Unions
- 8 Employment law
- 9 Technology-based training including e-learning
- 10 Flexible/open learning
- 11 Training design
- 12 Talent Management
- 13 Direct training/training delivery
- 14 Coaching/mentoring
- 15 Management development
- 16 Organisation development
- 17 Lecturing, research (personnel/training related)
- 18 Pensions
- 19 Health and safety
- 20 Retention
- 21 Equal opportunities and diversity
- 22 Occupational Psychology
- 23 Quality assurance
- 24 Knowledge management
- 25 International HR
- 26 Change management
- 27 Career management
- 28 Internal communications
- 29 Organisation design
- 30 Shared Services (including HR Outsourcing)
- 31 Employee engagement/Employer branding
- 32 Employee well-being
- 33 Corporate Social Responsibility/sustainability
- 34 Other (please specify)

2 Are you operating in a specialist role?

1 Yes 2 No

If yes, what is your area of specialism? (choose one number from the list above)

3

3 Current education level

Please indicate the current level you have reached in academic education

- 0 No formal qualifications
- 1 Secondary education
- 2 National certificate/diploma/Level 2 NVQ/SVQ
- 3 Higher national diploma/Level 3 NVQ/SVQ
- 4 Level 4–5 NVQ/SVQ
- 5 Degree
- 6 Postgraduate qualification
- 7 Master's degree
- 8 Doctorate

4 Membership of other organisations

Please indicate you or your organisation's membership of other professional bodies

- 1 Chartered Management Institute
- 2 Institute of Occupational Safety and Health
- 3 Institute of Directors
- 4 The British Psychological Society

- 5 CBI
- 6 Law Society/Scottish Law Society
- 7 The Work Foundation
- 8 ITOL
- 9 Institute of IT training
- 10 Institute of Leadership and Management
- 11 Other (please specify)

5 Membership subscription reimbursement

Is your membership subscription reimbursed by your employer?

1 Yes 2 No

6 Employment status

Please indicate your current employment status (tick all that apply)

- 1 Full-time
- 2 Part-time
- 3 Job share
- 4 Temporary/fixed term/interim
- 5 Self-employed
- 6 Retired from full-time employment
- 7 Not in paid employment
- 8 Full time student

7 Job level

Please indicate which of the following most closely corresponds to your role within the organisation

- 1 Director:** Top executive with overall responsibility for own function with board membership or equivalent, including MD, CEO, Chairman and DG.
- 2 Senior executive/group role:** Top executive with overall responsibility but without board membership or equivalent.
- 3 Manager:** Individual with responsibility for an activity within the overall function – may be a senior HR specialist or in a broader HR role. Makes a significant contribution to policy formulation.
- 4 Senior officer:** Individual in senior position with strong professional role – may have supervisory responsibilities for departmental work and/or manage a small team.
- 5 Officer:** An experienced officer with first level of professional responsibility but with more than two years' experience as an officer.
- 6 Administrator/Assistant:** A less experienced officer with under two years' experience in function.
- 7a In-house consultant/Advisor:** Individual working within an organisation on a programme/project, possibly cross-functionally.
- 7b Independent consultant:** Individual providing consultancy services to organisations on a freelance/contractual basis.
- 8 Lecturer**

8 Industry sector

- A Agriculture, forestry and fishing
- B Mining and extraction
- C Manufacturing
- D Electricity, gas and water supply
- E Construction
- F Wholesale and retail
- G Hotels and restaurants
- H Transport, storage and communication
- I Finance, insurance and real estate
- J Consultancy services
- K IT industry
- L Public administration and defence
 - a) Public administration – central government
 - b) Public administration – local government, including schools and fire services
 - c) Navy
 - d) Army
 - e) Air Force
 - f) Police
- M Education – further and higher
- N Health and social care
- O Voluntary and not-for-profit sectors
- P Other private sector services

9 Size of organisation

Approximate total number of people employed by your organisation in your country.

- 1 1–9
- 2 10–49
- 3 50–99
- 4 100–499
- 5 500–999
- 6 1,000–4,999
- 7 5,000–9,999
- 8 10,000–19,999
- 9 Over 20,000

Continued overleaf ...

Section 3 (continued)

10 Size of department

No. of people within the personnel/training department(s) at your site.

- 1 1–9
- 2 10–49
- 3 50–99
- 4 100–499
- 5 500+

11 Key responsibilities

Please indicate your main areas on responsibility (please tick one)

- A Personnel
- B Training
- C Personnel and training
- D People manager (non HR function)

12 Geographic responsibilities

Within which geographic area(s) are you responsible for/have influence over personnel management and/or development activities?

- 1 UK and Ireland
- 2 Europe (excl. Central and Eastern Europe)
- 3 Central and Eastern Europe
- 4 Middle East
- 5 Africa
- 6 North America
- 7 South America
- 8 Asia/Pacific

13 Areas of purchasing responsibility

Please indicate if you have influence in purchasing the following products/services

- 1 In-company training
- 2 Courses/conferences
- 3 Training DVDs/packages
- 4 Flexible learning programmes
- 5 Books/magazines
- 6 Consultancy services
- 7 Information services
- 8 Recruitment advertising
- 9 Personnel computer software systems
- 10 Qualification-based training

14 Experience level

How many years experience do you have in HR/ learning, training and development?

- 1 (1–3 years)
- 2 (4–9 years)
- 3 (10+ years)

How many years people management experience do you have?

- 1 (no experience)
- 2 (1–3 years)
- 3 (4–9 years)
- 4 (10+ years)

15 Employment classification

Please indicate your organisation's employment classification

- 1 Public sector
- 2 Voluntary and not-for-profit sector
- 3 Private sector – manufacturing
- 4 Private sector – services

16 Salary level

Please indicate your annual salary (including bonuses)

- 1 Up to £14,999
- 2 £15,000–£19,999
- 3 £20,000–£29,999
- 4 £30,000–£44,999
- 5 £45,000–£69,999
- 6 £70,000–£99,999
- 7 £100,000–£129,999
- 8 £130,000–£149,999
- 9 Over £150,000

Sensitive personal data (optional)

We want to make sure that we are as representative as possible of our members and the publics we serve. We appreciate your co-operation in providing the information requested below which is vital to ensuring we provide fair services to all.

1 Nationality

2 Description of ethnic origin

- 1 White
- 1a British 1b Irish
 - 1c Any other white background (please specify)

- 2 Mixed
- 2a White and black Caribbean 2b White and Asian
 - 2c White and black African
 - 2d Any other mixed background (please specify)

- 3 Asian or Asian British
- 3a Indian 3b Bangladeshi
 - 3c Pakistani
 - 3d Any other Asian background (please specify)

- 4 Black or black British
- 4a Caribbean 4b African
 - 4c Any other black background (please specify)

- 5 Chinese or other ethnic group
- 5a Chinese
 - 5b Any other (please specify)

3 Physical status

- 1 Do you regard yourself as having a disability?
- Yes No
- 2 Do you have access needs?
- Yes No
- 3 If yes, please describe what these are:

For your security and peace of mind, we will not supply your details to any organisations for marketing purposes. By submitting your membership questionnaire you agree that CIPD and its subsidiary may use your details as explained in this questionnaire. Your participation helps us to better understand the profession, please complete this questionnaire even if you do not want to hear about our latest products and services. Please refer to our privacy policy (visit www.cipd.co.uk/absite/privacy.htm or call **020 8612 6208**) for more details, including how to let us know if for any reason you would not like to receive marketing communications from us.

Section 4

Membership fees

To join, you'll need to pay a one-off admission fee of £71 and an annual subscription fee (see table below). You can pay by credit/debit card or cheque.

We'll send you a receipt for your membership fees with your membership card within ten working days of receiving your form.

Joining	Length of subscription	Renewal date	Fees	
April–June 2009	12 months (12 months membership, up to 2 months free)	1 July 2010	Admission	£71
			Subscription	<u>£121</u>
			Total	£192

Notes

- 1 Your annual subscription fee is renewable on 1 July 2010.
- 2 We will not delay your application if your subscription fee is within £10 credit or debit. However, the subscription fee payable the following year will be adjusted to reflect any discrepancies.
- 3 All amounts are shown in pounds sterling. If you prefer, you can make a payment by cheque in Euros using an exchange rate of £1 = €1.28. If you pay by credit/debit card, your card provider will use their own exchange rate.
- 4 The last three digits on the back of your card (also known as the card verification number, security code or CV2).

Visa/MasterCard holders

Look at the signature strip on the reverse of your card. You should see either the entire 16-digit credit card number or the last four digits, followed by a special 3-digit code. This 3-digit code is your card security code.

American Express card holders

Look for the 4-digit code printed on the front of your card just above and to the right of your main credit card number. This 4-digit code is your card security code.

If you live overseas

You may choose to have *People Management* magazine sent by accelerated overseas mail for an extra cost. The cost will vary depending on which month you join.

Please add the cost of accelerated overseas mail (relevant to your date of joining) to your membership fees.

January	£10.83	September	£19.50
February	£8.66	October	£17.33
March	£6.50	November	£15.16
April–June	£26.00	December	£13.00
August	£21.66		

Section 4 (continued)

Membership fees can be paid by cheque or credit/debit card. Cheques should be made payable to the 'CIPD' and stapled to the form. If you're using a company cheque to pay for your membership fees, please ensure that your name is clearly stated on the back.

Admission fee £71
Subscription fee £121
Accelerated overseas mail (if applicable) £.....
Total due £.....

Please find enclosed a cheque for £ Please debit £ from my card

Card type: Visa  MasterCard  Maestro  AMEX  Solo 

Card account number

Valid from /

Expires end /

Issue number
(Maestro and Solo)

Last three digits on
the back of your card

Name of cardholder Signature Date

If the card billing address is different from the address(es) already given, please fill in the relevant details below.

.....
.....
.....

For office use only

Membership number

Section 5

ABC audit – *People Management* magazine

All members of the CIPD receive a copy of *People Management* magazine as part of their membership subscription. Please confirm that you wish to receive your regular copy of *People Management* by signing and dating this form.

I request a regular copy of the CIPD's fortnightly magazine *People Management*.

Name

Signature

Date

For office use only

Membership number



Chartered Institute of Personnel and Development
151 The Broadway London SW19 1JQ
Tel: 020 8612 6200 Fax: 020 8612 6201
Email: cipd@cipd.co.uk Website: www.cipd.co.uk

Incorporated by Royal Charter Registered charity no.1079797