



Membership of the CIPD Application form

Affiliate Membership

This application form is only valid from 1 January–31 March 2012, if you're joining after this time please visit cipd.co.uk/membership for the most up-to-date form or call the Membership team on **+44 (0)20 8612 6208**.

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

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, this may delay your application.

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

Section 1 – Your contact details

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), please supply either a home or business address, not both.

Home details

Address

.....

.....

.....

Town

County Postcode

Country

Tel

Mobile

Email

My preferred daytime telephone number is:

Home Work

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

Home address Work address

Please indicate if you wish to receive daily HR news and jobs by email from *People Management*

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

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

For your security and peace of mind, CIPD and its subsidiaries will not supply your details to any other organisation for marketing purposes. By submitting this request you confirm that you agree to the use of your information as set out in our Privacy Policy (see: cipd.co.uk/absite/privacy or call **+44 (0)20 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 2

I agree to abide by the CIPD's Code of Professional Conduct available at 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 section 3 and 4, otherwise we can't process your application.

By joining the CIPD as a member you're accepting that the Membership Terms and Conditions will apply to you, see: cipd.co.uk/memberterms or call **+44 (0)20 8612 6208**.

Section 3 – Membership fees

To join you'll need to pay a one-off admission fee of £130, which is payable by credit/debit card or cheque. You'll also need to pay a subscription fee, this fee will depend on the length of membership you choose (see table below for options).

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

Option	Length of subscription	Fees	Renewal date
Option A	Up to 6 months	Admission	£130
		Subscription	£65
		Total	£195
Option B*	Up to 18 months	Admission	£130
		Subscription	£195
		Total	£325

*Option B freezes your subscription fee at 2011–12 rates until 1 July 2013.

Notes

- 1 If you choose Option A your subscription fee is renewable on 1 July 2012 and then annually on 1 July. If you choose Option B your subscription fee is renewable on 1 July 2013 and then annually on 1 July.
- 2 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 = €1.15. If you pay by credit/debit card, your card provider will use their own exchange rate.
- 3 Security code (also known as the card verification number 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.
- 4 Some benefits and services may not be available to members outside of the UK and Ireland. At its absolute discretion, CIPD may at any time alter, amend, change, modify or withdraw any of the membership benefits that comprise the membership offering.

If you live overseas

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

Please add the cost of priority overseas mail (relevant to your date of joining and membership option) to your membership fees overleaf.

Joining	Mailing cost
January	£12
February	£10
March	£8

Section 3 – Membership fees (continued)

Admission fee £130
Subscription fee £
Priority overseas mail (if applicable) £
Total due £

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

Card type: Visa  MasterCard  Maestro  Solo  AMEX 

Card account number

Valid from / Expires end / Issue number /
(Maestro and Solo) Security code (see section 3, note 3)

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.

.....
.....

Section 4 – 2011–12 Membership Questionnaire

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 subsidiaries 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 no.

Name

Email communication

- Home Business
 PM Daily Local branch

1 Your main interests

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

- 1 Change management
- 2 Coaching/mentoring
- 3 Corporate social responsibility/sustainability
- 4 Diversity and equal opportunities
- 5 Employer branding
- 6 Employee communications
- 7 Employee engagement
- 8 Employee relations/trade unions
- 9 Employee well-being
- 10 Employment law
- 11 Health and safety
- 12 HR metrics
- 13 HR policy development
- 14 HR systems and technology
- 15 International HR
- 16 International reward/expatriate management
- 17 Leadership and management development
- 18 Leading and managing the HR function
- 19 Learning and development strategy
- 20 Occupational psychology
- 21 Organisation design
- 22 Organisation development
- 23 Pensions
- 24 Performance management
- 25 Programme management
- 26 Public policy issues
- 27 Recruitment and selection
- 28 Reward management
- 29 Shared services (including HR outsourcing)
- 30 Talent management
- 31 Technology based training including e-learning
- 32 Training delivery
- 33 Training design
- 34 Workforce planning
- 35 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
- 9 MBA

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 Society of Human Resource Management
- 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 3 I am self-employed and my business pays

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 describes your role

- 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/Adviser:** 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 Retail and wholesale
- G Hotels and restaurants
- H Transport, storage and communication
- I Finance, insurance and real estate
- J Professional/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 (Third sectors)
- P Other private sector services
- Q Media

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 4 (continued)

10 Size of department

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

- | | |
|----------------------------------|------------------------------------|
| <input type="checkbox"/> 1 1-2 | <input type="checkbox"/> 5 20-49 |
| <input type="checkbox"/> 2 3-5 | <input type="checkbox"/> 6 50-99 |
| <input type="checkbox"/> 3 6-9 | <input type="checkbox"/> 7 100-499 |
| <input type="checkbox"/> 4 10-19 | <input type="checkbox"/> 8 500+ |

11 Key responsibilities

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

- A HR
 B Learning and development
 C HR and learning and development
 D Another HR specialism
 E Another function (eg finance)
 F Industry supplier

12 Geographic responsibilities

Within which geographic area(s) are you responsible for/have influence over HR 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 Americas
 7 Asia/Pacific
 8 South East Asia

13 Areas of purchasing responsibility

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

- 1 In-house training/development programmes
 2 Courses (open)/conferences
 3 Training DVDs/packages
 4 Development of HR capability
 5 Books/magazines
 6 HR consultancy services
 7 Online HR/employment law information services
 8 Recruitment advertising
 9 HR software systems
 10 Qualification-based programmes for HR/L&D employees

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 (10-19 years)
 4 (20+ years)

How many years people management experience do you have?

- 1 (1-3 years)
 2 (4-9 years)
 3 (10-19 years)
 4 (20+ years)

15 Employment classification

Please indicate your organisation's employment classification

- 1 Public sector
 2 Voluntary and not-for-profit (Third 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 appreciate your co-operation in completing these questions, as they will help us to monitor our progress in developing a diverse membership and deliver services that are fair to all our members.

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 to 1 or 2, 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 subsidiaries 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 (cipd.co.uk/absite/privacy or call +44 (0)20 8612 6208) for more details, including to let us know if for any reason you would not like to receive marketing communications from us.

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