



## Membership of the CIPD Application form

# Membership for previous CIPD or IPD members

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](http://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 application form if you're currently studying for a CIPD qualification. The form you need is available from your course tutor or you can join online at [cipd.co.uk/studentregistration](http://cipd.co.uk/studentregistration)

**Section 1 – Your contact details**

Previous membership number (if applicable)..... Grade .....

Centre transferred from (if applicable).....

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.

Please indicate if you wish to receive event updates by email from your local branch

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](http://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 can confirm that I am currently working at my previous membership level, and I am able to demonstrate this if required.

I agree to abide by the CIPD's Code of Professional Conduct available at [cipd.co.uk/codeofconduct](http://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.

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

Signature ..... Date .....

For your application to be processed, you'll need to enclose the following:

- evidence of your CPD and a CV (only applicable to those applying for Associate, Graduate, Chartered Member or Chartered Fellow)
- the appropriate membership fees.

Please note that the CIPD regularly audits its members to ensure observance of its CPD policy.

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

## Section 3 – Membership fees

To rejoin you'll need to pay a one-off readmission fee of £130. If you are rejoining as a Student member (see note 5) the readmission fee is £40 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 your subscription fee together with your readmission fee by credit/debit card or cheque, or you can pay your readmission fee by credit/debit card and your subscription fee by direct debit (single payment or instalments). If you choose rejoining Option B and choose to pay your subscription fee by single payment direct debit, one instalment of £65 will be collected from your bank account 3-6 weeks after receiving your application and the remaining balance of £130 will be collected on 1 July 2012.

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 you fees please complete the form overleaf.

### Rejoining – all grades, except Student members

| Option    | Length of subscription | Fees         | Renewal date |
|-----------|------------------------|--------------|--------------|
| Option A  | Up to 6 months         | Readmission  | £130         |
|           |                        | Subscription | £65          |
|           |                        | <b>Total</b> | <b>£195</b>  |
| Option B* | Up to 18 months        | Readmission  | £130         |
|           |                        | Subscription | £195         |
|           |                        | <b>Total</b> | <b>£325</b>  |

### Rejoining – Student members

| Option    | Length of subscription | Fees         | Renewal date |
|-----------|------------------------|--------------|--------------|
| Option A  | Up to 6 months         | Readmission  | £40          |
|           |                        | Subscription | £65          |
|           |                        | <b>Total</b> | <b>£105</b>  |
| Option B* | Up to 18 months        | Readmission  | £40          |
|           |                        | Subscription | £195         |
|           |                        | <b>Total</b> | <b>£235</b>  |

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

### Notes

- 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.
- 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.
- 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.

- Important information for Direct Debit payers.

The Direct Debit payment option is only available for **UK bank account holders**.

Your admission fee must be paid when you join by cheque or card. The Direct Debit option allows you to have your subscription fee collected automatically on the due date in this and future years. The payment date(s) in your first year will depend on the time of year that you join us.

**Single payments.** If you prefer to make a single payment for the full amount of your subscription then tick the box marked 'Single payment'. We will collect the first payment about 3–6 weeks after receiving your application. When your subscription comes up for renewal, payments will be collected each year on 1 July until you advise us otherwise. We'll send you a membership renewal pack in May each year to remind you how much is due.

**Direct Debit instalments.** If you prefer to pay by instalments then tick the box marked 'Instalments'. In order for your membership to remain valid, your Direct Debit payments must be kept up to date. Once we've received your completed Direct Debit instruction we'll send you a payment schedule for the collection of your subscription fee. Depending on your joining date, in your first year of membership the instalments will not necessarily be quarterly, but will be spread across the subscription year. In your second and subsequent subscription years we will continue to collect your subscription in quarterly instalments. You can cancel this arrangement at any time. We'll send you a membership renewal pack in May each year to remind you and let you know how much is due. If you're not the account holder or your bank account requires more than one person to authorise Direct Debits (for example, a company account), then you should use an alternative method to pay your membership fees.

- If you were previously studying a CIPD qualification when you lapsed your membership, and have since successfully completed your studies in full, you will rejoin us as a Student member. After which you may be eligible to apply to upgrade to professional membership. Please see the eligibility criteria at [cipd.co.uk/upgrade](http://cipd.co.uk/upgrade) This form is not applicable for those currently studying a CIPD qualification.
- 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) to your membership fees overleaf.

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

## Section 3 – Membership fees (continued)

### Please indicate your preferred payment method

- A one-off credit/debit card or cheque payment to cover your readmission fee and subscription fee.
- Single Payment. A credit/debit card or cheque payment to cover your readmission fee and a single Direct Debit payment for your subscription fee (see notes for details).
- Instalments. A credit/debit card or cheque payment to cover your readmission fee, followed by two or more Direct Debit instalments for your subscription fee (see notes for details).

Readmission fee £ ..... 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  /  Security code   
(Maestro and Solo) (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.

### Instruction to your bank or building society to pay your subscription fee by Direct Debit

Please fill in the whole form using a ballpoint pen and send it to: Chartered Institute of Personnel and Development 151 The Broadway London SW19 1JQ

Originator's Identification Number

830482



Name and full postal address of your bank or building society

To: The Manager

Bank/building society .....

Address .....

..... Postcode .....

Name(s) of

Account Holder(s).....

Branch Sort Code

Bank/building society account number

Reference

#### To be completed by the applicant

This is not part of the instruction to your bank or building society

Preferred payment option:

Single payment  
(see section 3, note 4)

Instalments

Your name .....

#### Instruction to your bank or building society

Please pay the Chartered Institute of Personnel and Development (CIPD) Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with the CIPD and, if so, details will be passed electronically to my bank/building society.

Signature(s) ..... Date .....

**Only available to UK bank account holders.**

**Banks and building societies may not accept Direct Debit Instructions for some types of account.**

**Please tear off and keep this Direct Debit guarantee for your own records.**

#### The Direct Debit Guarantee

This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits

- If there are any changes to the amount, date or frequency of your Direct Debit the Chartered Institute of Personnel and Development (CIPD) will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request the CIPD to collect a payment, confirmation of the amount and date will be given to you at the time of the request
- If an error is made in the payment of your Direct Debit, by the CIPD or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society – If you receive a refund you are not entitled to, you must pay it back when the CIPD asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.



## 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](http://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.

June 2011



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