



Membership of the CIPD Application form

CIPD Student membership

For those who:

- are currently studying
- completed a Foundation or Intermediate level programme
- either completed or partially completed a CIPD postgraduate-level programme

This application form is only valid from 1 April–30 June 2017.

If you join after this time please visit cipd.co.uk/membership
for the most up-to-date form or call us 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

Alternatively, you can email your completed form to:
memadmin@cipd.co.uk

Please note, you can also apply for Affiliate membership online.
Please visit **cipd.co.uk/membership/affiliate**

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. Please ensure you complete all sections of this form. 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

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. Otherwise, please supply both.

Home details

Address

.....

.....

.....

Town Postcode.....

County

Country

Email

Tel

Mobile

By providing your mobile number, you are giving us permission to use it from time to time in order to contact you for the purposes of informing you about your membership by SMS. However, we will not use it for direct marketing campaigns.

Twitter handle

LinkedIn profile

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

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

Please fully complete this section

Currently studying

Completed studies

Name of centre

Course title

Location

Programme title

Programme start date Programme finish date

Method of study

Full-time

Part-time

Other (CIPD Flexible Learning, supported distance learning etc)

To be completed at your centre if currently studying

Name of programme manager/tutor

Student's Unique Learner Number (ULN) (if applicable)

Centre Learning Provider Number (UKPRN) (if applicable)

I have checked section 2 and confirm this candidate is enrolled with us for the programme stated above.

Programme manager's/tutor's signatureDate

To be completed by you if studies completed

Student's Unique Learner Number (ULN)

Centre Learning Provider Number (UKPRN)

For those who have already completed CIPD qualifications, you'll need to enclose the following to be processed:

a copy of your qualification certificate(s)

a transcript of your results or a letter from your college/university confirming that you've met our Professional Standards.

the appropriate membership fees, including non-registration fee.

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

Section 3

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.

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

SignatureDate

Section 4 – Membership fees

To join you'll need to pay a one-off admission fee of £40 as well as a membership fee and late registration fee (for those who have already completed a CIPD qualification).

You can pay your fees by credit/debit card, cheque or by UK or SEPA direct debit (single payment or instalments). If you choose to pay your membership fee by single payment Direct Debit, one instalment will be collected from your bank account 3–6 weeks after receiving your application. Your admission fee and any late registration fee will need to be paid up front by credit/debit card or cheque.

When your membership 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 at the start of June each year to remind you how much is due.

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 that your name is clearly stated on the back. To pay your fees please complete the form overleaf.

Fees	£
Admission fee	40
Membership fee (up to 30 June 2018)	113
TOTAL	153

Late registration fee	Total £
Foundation or Intermediate level	100
Advanced level	200

Notes

- 1 Your membership fee is renewable on 1 July 2018 and then annually on 1 July.
- 2 All CIPD students need to be in membership while studying, otherwise they will be subject to a late registration fee. (See above).
- 3 All amounts are shown in pounds sterling. If you prefer, you can make a payment by cheque in Euros or a SEPA direct debit. Our current exchange rate is £1 = €1.20. This is subject to change and we would notify you if there are any changes to instalment amounts. If you pay by credit/debit card, your card provider will use their own exchange rate.
- 4 Important information for Direct Debit payers

The Direct Debit payment option is only available for UK and SEPA bank account holders. If you would like to pay by UK Direct Debit please follow the instructions below. If you would like to pay by SEPA direct debit, please download our mandate [here](#)

Your admission fee must be paid when you join by cheque or card. The Direct Debit option allows you to have your membership 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 membership then tick the box marked 'Single payment'. We will collect this payment 3–6 weeks after receiving your application. When your membership 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 at the start of June 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 membership 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 membership year. In your second and subsequent membership 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 June 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.

- 5 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.

Section 4 – Membership fees (continued)

Please indicate your preferred payment method

- A one-off credit/debit card or cheque payment to cover your admission fee, membership fee and late registration fee (if applicable).
- Single Payment. A credit/debit card or cheque payment of £40 to cover your admission fee plus any applicable late registration fee and a single Direct Debit payment for your membership fee and late registration fee (see notes for details).
- Instalments. A credit/debit card or cheque payment of £40 to cover your admission fee plus any applicable late registration fee, followed by two or more Direct Debit instalments for your membership fee and late registration fee (see notes for details).

Admission fee £40 Membership fee £..... **Total due £**.....

- Please find enclosed a cheque for £..... (Payable to **CIPD**)
- If you would like to pay by credit card, please give us the best telephone number to contact you on and we will call you to take your payment.

Telephone

Instruction to your bank or building society to pay your membership 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

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 4, note 4) Instalments (see section 4, note 4)

Your name

Name(s) of
Account Holder(s).....

Branch Sort Code
□ □ □ □ □ □ □ □

Bank/building society account number
□ □ □ □ □ □ □ □ □ □

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.

For office use only

Membership number

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 5 – About you

Your CIPD membership is evolving. We're introducing new membership benefits tailored to your career stage and professional needs. So take a moment now to tell us what's important to you and ensure your CIPD membership remains relevant and tailored throughout your career by completing your CIPD member questionnaire below.

Your details

If you work from home tick this box

Name Membership number

1 Your role – please tell us which of the following best describes your role (choose one)

- | | | |
|---|--|--|
| <input type="checkbox"/> 1 I work for an organisation in an HR role | <input type="checkbox"/> 4 I work for an organisation in a role in another HR specialism | <input type="checkbox"/> 7 I work for an HR/L&D consultancy |
| <input type="checkbox"/> 2 I work for an organisation in an L&D role | <input type="checkbox"/> 5 I don't work in HR but have responsibility for it | <input type="checkbox"/> 8 I work for a management consultancy |
| <input type="checkbox"/> 3 I work for an organisation in an HR and L&D role | <input type="checkbox"/> 6 I am a self-employed independent consultant | <input type="checkbox"/> 9 I work for a supplier of services to the HR/L&D community (excl. consultancies) |

2 Please select your main areas of interest (choose one or more)

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> 1 Change management | <input type="checkbox"/> 11 Health and safety | <input type="checkbox"/> 20 Organisation design | <input type="checkbox"/> 29 Technology-based training |
| <input type="checkbox"/> 2 Coaching/mentoring | <input type="checkbox"/> 12 Human capital/metrics | <input type="checkbox"/> 21 Organisation development | <input type="checkbox"/> 30 Learning and training delivery |
| <input type="checkbox"/> 3 Corporate social responsibility/sustainability/governance | <input type="checkbox"/> 13 HR systems and technology | <input type="checkbox"/> 22 Employee benefits | <input type="checkbox"/> 31 Learning and training design |
| <input type="checkbox"/> 4 Diversity and inclusion | <input type="checkbox"/> 14 International HR | <input type="checkbox"/> 23 Performance management | <input type="checkbox"/> 32 Workforce planning |
| <input type="checkbox"/> 5 Employer branding | <input type="checkbox"/> 15 International reward/expatriate management | <input type="checkbox"/> 24 Public policy issues | <input type="checkbox"/> 33 Neuroscience |
| <input type="checkbox"/> 6 Employee communications | <input type="checkbox"/> 16 Leadership and management development | <input type="checkbox"/> 25 Recruitment and selection | <input type="checkbox"/> 34 Absence/working time |
| <input type="checkbox"/> 7 Employee engagement | <input type="checkbox"/> 17 Leading and managing the HR function | <input type="checkbox"/> 26 Reward | <input type="checkbox"/> 35 Other (please specify) |
| <input type="checkbox"/> 8 Employee relations/trade unions | <input type="checkbox"/> 18 Learning and development strategy | <input type="checkbox"/> 27 Shared services (including HR outsourcing) | |
| <input type="checkbox"/> 9 Employee well-being | <input type="checkbox"/> 19 Occupational psychology | <input type="checkbox"/> 28 Talent management/succession planning | |
| <input type="checkbox"/> 10 Employment law | | | |

3 Do you work in a specialist role? Yes No If yes, what is your area of specialism? (choose one number from the list above)

4 What is your job level? Please read the descriptions and select which best applies to your role (choose one)

- | | | |
|--|---|---|
| <input type="checkbox"/> 1 Director: Top-level with overall responsibility for own function with board membership or equivalent, including MD, CEO or Chairman. | <input type="checkbox"/> 4 Business partner: Individual in senior position with strong professional role – may have supervisory responsibilities for departmental work and/or manage a small team. | <input type="checkbox"/> 7 In-house consultant: Individual working within an organisation on a programme/project, possibly working cross-functionally. |
| <input type="checkbox"/> 2 Senior executive/group role: Top executive with overall responsibility but without board membership or equivalent. | <input type="checkbox"/> 5 Manager: An experienced professional with first level of responsibility and more than two years' experience at this level. | <input type="checkbox"/> 8 Independent consultant: Individual providing consultancy services to organisations on a freelance/contractual basis. |
| <input type="checkbox"/> 3 Senior business partner: 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. | <input type="checkbox"/> 6 Adviser/Assistant: A professional starting out on their HR/L&D career with under two years' experience in function. | <input type="checkbox"/> 9 Lecturer/Academic |
| | | <input type="checkbox"/> 10 Consultant in HR/Management Consultancy |

5 What is your employment status? (choose one from each section)

Section A

- 1 Full-time 2 Part-time/job share 3 Retired from full-time employment 4 Not in paid employment 5 Full-time student

Section B

- 6 Permanent 7 Temporary/fixed term/interim 8 Self-employed 9 Not applicable

6 Which geographic area(s) are you responsible for/have influence over? (choose one or more)

- | | | |
|---|--|--|
| <input type="checkbox"/> 1 UK and Ireland | <input type="checkbox"/> 4 Middle East | <input type="checkbox"/> 7 Latin America |
| <input type="checkbox"/> 2 Western Europe | <input type="checkbox"/> 5 Africa | <input type="checkbox"/> 8 Asia-Pacific |
| <input type="checkbox"/> 3 Central and Eastern Europe | <input type="checkbox"/> 6 North America | <input type="checkbox"/> 9 South East Asia |

7 What is the main industry sector you work in? (choose one)

- | | | |
|--|---|---|
| <input type="checkbox"/> 1 Agriculture, forestry and fishing | <input type="checkbox"/> 8 Transport, storage and communication | <input type="checkbox"/> 15 Further and higher education – public sector |
| <input type="checkbox"/> 2 Mining and extraction | <input type="checkbox"/> 9 Finance, insurance and real estate | <input type="checkbox"/> 16 Further and higher education – private sector |
| <input type="checkbox"/> 3 Manufacturing | <input type="checkbox"/> 10 Professional/consultancy services | <input type="checkbox"/> 17 Health and social care – public sector |
| <input type="checkbox"/> 4 Electricity, gas and water supply | <input type="checkbox"/> 11 IT industry | <input type="checkbox"/> 18 Health and social care – private sector |
| <input type="checkbox"/> 5 Construction | <input type="checkbox"/> 12 Central government | <input type="checkbox"/> 19 Voluntary and not-for-profit |
| <input type="checkbox"/> 6 Retail and wholesale | <input type="checkbox"/> 13 Local government, including schools and fire services | <input type="checkbox"/> 20 Other private sector services |
| <input type="checkbox"/> 7 Hotels and restaurants | <input type="checkbox"/> 14 Defence – armed forces and police | <input type="checkbox"/> 21 Media |

8 How many people work for your organisation in the country where you're based? (choose one)

- | | | | | |
|----------------------------------|------------------------------------|------------------------------------|--|--|
| <input type="checkbox"/> 1 1-9 | <input type="checkbox"/> 3 50-99 | <input type="checkbox"/> 5 250-499 | <input type="checkbox"/> 7 1,000-4,999 | <input type="checkbox"/> 9 10,000-19,999 |
| <input type="checkbox"/> 2 10-49 | <input type="checkbox"/> 4 100-249 | <input type="checkbox"/> 6 500-999 | <input type="checkbox"/> 8 5,000-9,999 | <input type="checkbox"/> 10 20,000+ |

9 How many people work for your organisation globally? (choose one)

- | | | | | |
|----------------------------------|------------------------------------|------------------------------------|--|--|
| <input type="checkbox"/> 1 1-9 | <input type="checkbox"/> 3 50-99 | <input type="checkbox"/> 5 250-499 | <input type="checkbox"/> 7 1,000-4,999 | <input type="checkbox"/> 9 10,000-19,999 |
| <input type="checkbox"/> 2 10-49 | <input type="checkbox"/> 4 100-249 | <input type="checkbox"/> 6 500-999 | <input type="checkbox"/> 8 5,000-9,999 | <input type="checkbox"/> 10 20,000+ |

10 How many people are there in the HR/L&D department you work in? (choose one)

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

11 How many years' experience in HR/L&D/other specialism do you have? (choose one)

- | | | | |
|--------------------------------------|--------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> 1 1-3 years | <input type="checkbox"/> 2 4-9 years | <input type="checkbox"/> 3 10-19 years | <input type="checkbox"/> 4 20+ years |
|--------------------------------------|--------------------------------------|--|--------------------------------------|

12 How many years, in total, have you been in employment? (choose one)

- | | | | |
|--------------------------------------|--------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> 1 1-3 years | <input type="checkbox"/> 2 4-9 years | <input type="checkbox"/> 3 10-19 years | <input type="checkbox"/> 4 20+ years |
|--------------------------------------|--------------------------------------|--|--------------------------------------|

13 What is your annual salary (including bonuses)? (choose one)

- | | | | | |
|--|--|--|--|---|
| <input type="checkbox"/> 1 Up to £14,999 | <input type="checkbox"/> 3 £20,000-£29,999 | <input type="checkbox"/> 5 £45,000-£69,999 | <input type="checkbox"/> 7 £100,000-£129,999 | <input type="checkbox"/> 9 £150,000+ |
| <input type="checkbox"/> 2 £15,000-£19,999 | <input type="checkbox"/> 4 £30,000-£44,999 | <input type="checkbox"/> 6 £70,000-£99,999 | <input type="checkbox"/> 8 £130,000-£149,999 | <input type="checkbox"/> 10 Prefer not to say |

14 Is your membership subscription reimbursed by your employer? (choose one)

- | | | |
|--------------------------------|-------------------------------|--|
| <input type="checkbox"/> 1 Yes | <input type="checkbox"/> 2 No | <input type="checkbox"/> 3 I am self-employed and my business pays |
|--------------------------------|-------------------------------|--|

15 Please indicate if you purchase or have influence in the purchase of the following products/services? (choose one or more)

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

16 How likely is it that you would recommend the CIPD to a friend/colleague?

Extremely unlikely 0 - 1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 - 10 Extremely likely

CIPD

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E cipd@cipd.co.uk W cipd.co.uk

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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 the CIPD and its subsidiaries may use your details as explained in this questionnaire. Your participation helps us to understand the characteristics of our membership and develop services that meet your personal and professional needs. Please refer to our privacy policy 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 do not want to receive marketing communications from us.

May 2015