**A logo with a crown and a crown

Description automatically generated**

**INSTITUTE OF CIVIL PROTECTION & EMERGENCY MANAGEMENT**

Application for admission

**Please read the notes before completion**. This form should be completed in BLOCK CAPITALS and black ink. Continuation sheets may be used as necessary and any documents supporting the application should be submitted with this form, referring to the relevant section within the Application Form. A Curriculum Vitae should be included as evidence, however, the Personal statement should be completed in all cases.

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| **Section 1 - PERSONAL INFORMATION** | |  | |
| Family name: |  |  | |
| Given names: |  |  | |
| Title (Dr, Mr, Ms, etc.): |  |  | |
| Nationality: |  |  | |
| Awards/Designatory letters: |  |  | |
| Date of birth: |  | Gender (M/F): |  |

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| **Section 2 - CONTACT INFORMATION (Type or use block letters please)** | | | |
| Home Address: | | Business Address: | |
| Name/No: |  | Job Title: |  |
| Street: |  | Organisation: |  |
| Locality/Town: |  | Locality/Town: |  |
| State/County: |  | State/County: |  |
| Zip/Postcode: |  | Zip/Postcode: |  |
| Email: |  | Email: |  |
| Tel: |  | Tel: |  |
| Cell/Mobile |  | Cell/Mobile |  |

**Preferences**

Please send all my mail to my: Home email address ☐ Business email address ☐

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| **Section 3 – QUALIFICATIONS/TRAINING (If Curriculum Vitae is NOT enclosed)** | | | | |
| Awarded by (Institution) | From | To | Full/Part Time | Qualifications awarded |
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| **Section 4 - Additional information (Pertinent information not recorded elsewhere. Please use separate sheet if required)** |
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**Section 5** - To assist the Institute in monitoring the recruitment of new members we would be grateful if you could indicate how you became aware of the ICPEM and your reason for joining

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| **Section 6 - Undertaking** | |
| I hereby apply for membership of the Institute of Civil Protection and Emergency Management and I will abide by its rules, regulations, bylaws and constitution.  To the best of my knowledge all information provided by me and contained in this application is true and accurate  I understand that any attempt to mislead will result in non-acceptance by, or removal from, the ICPEM.  I agree that my nominated referee may be approached for additional information regarding my application.  Some personal details are listed in the ICPEM membership directory, (a contact telephone number, your current email address). Please tick the box if you **DO NOT** wish these details to be released and made available to other members. ☐  I enclose:   * Curriculum Vitae * Evidence of academic and/or professional qualifications * Evidence of practical experience * Evidence of formal training * Continuation sheet(s) as required   Signature of applicant: Date:  Print name: | |
| I hereby apply for: (please mark the relevant grade) | |
| Associate Membership | ☐ £40 per annum |
| Membership | ☐ £50 per annum |
|  |  |
| ☐ I have paid the application administration fee of £50.  ☐ When my membership has been approved I will pay an annual membership fee as set out above [via the website](https://www.theicpem.org/donate?utm_campaign=c9947be5-273a-424c-b086-fb1b328fa529&utm_source=so&utm_medium=mail&utm_content=139ffa4f-a98c-4d19-93e0-6e0d1c90b9b8).  **Please send your completed application to: membership@theicpem.org** | |

**Notes**

1. An administration fee is payable in advance of any membership application being reviewed.
2. ICPEM has a Membership Sub-Committee. Autonomy is given to the Membership Secretary regarding review and approval of Student, Associate and Member level applications (seeking advice from the Membership Sub-Committee where necessary). The Sub-Committee comprises the Vice-Chair (Internal), the Membership Secretary and a President Emeritus, together with a ‘pool’ of ICPEM Fellows, with a total of five individuals being requested to make a decision regarding the request. A majority decision will meet the criteria for acceptance.
3. Applicants can appeal any decision made to the Executive Council after advising the Membership Secretary of the reasons for the appeal via email to [membership@theicpem.org](mailto:membership@theicpem.org)
4. Full Members may use the post-nominal MICPEM and Fellows FICPEM

**Data Protection Act**The Institute of Civil Protection and Emergency Management (ICPEM) (herein referred to as 'The Institute') is committed to following the eight principles laid out in the Data Protection Act 1998 and that contained within the UK General Data Protection Regulations (GDPR) 2020. Any data supplied by an individual to the Institute will not be used in a manner, which is contrary to these principles. Data will be used for the purposes of candidate registration, the provision of consultancy and the dissemination of information related to the Institute’s purpose. Data will be held in a secure manner, protected from unauthorised access and use, and not be passed to a third party unless consent is first obtained from any individual directly affected.

#### Right of access You have the right of access to all your personal records held on the Institute’s files by written request to [Membership@theicpem.org](mailto:Membership@theicpem.org)

#### Change of details The Institute has a legal responsibility to ensure that all personal details held in its records are accurate and kept up to date. In order to assist in this process you are requested to notify the Institute immediately of any changes to the details provided in this form. Changes of details or requests for additional forms should be directed to [Membership@theicpem.org](mailto:Membership@theicpem.org)