**Application Form**

Stage 1: Context

***Current or previous CIEHF members:*** *Please check and if necessary update your contact details in your CIEHF account on* [*ergonomics.org.uk*](http://www.ergonomics.org.uk)*.*

***Non-CIEHF members:*** *Please create an account on our website* [*ergonomics.org.uk*](http://www.ergonomics.org.uk)*. You don’t have to join as a member prior to your application, but please enter your full contact details.*

*Your* ***user name*** *is the email address you use to log in to our website with.*

|  |  |
| --- | --- |
| Your full name  |  |
| Your CIEHF user name (preferred email address) |  |
| Are you currently a member of the CIEHF? If so, what grade? |  |

Summary of your application

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| --- |
| *In up to 250 words, please summarise your application, setting out clearly why you believe you are eligible for Fellowship.* |
|  |

Qualifications

|  |  |  |  |
| --- | --- | --- | --- |
| Qualification | Subject | Year | University/Institute |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Current work

*Please provide details of your current work. Previous employment should be outlined in your accompanying CV.*

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| --- |
| **Job title and employment status** |
|  |
| **Current employer** |
|  |
| **Work activities***Please indicate your primary and secondary activities.* |
|  |

CPD

*You should provide 5 entries that cover a 12 month period immediately prior to the date of this application. The entries should demonstrate how you are continuing to develop and learn at a senior level and should include other relevant activities such as Institute posts, volunteering, presentations, sector or working group membership.*

*The description should detail what you did, reflect on what you learnt and comment on how it improved you professionally, either by adding to your set of competencies or increasing your level of proficiency.*

*You must also include a Forward Plan of 3 activities showing how you intend to maintain and develop your competencies and increase your proficiency over the coming year.*

*Please complete your CPD record online, by logging into your CIEHF account (in MyAccount>MyCPD). Once complete, export the record and include with this application. Alternatively, you may choose to complete this table below.*

Current CPD Activities

|  |  |  |
| --- | --- | --- |
| Date | Activity | Description |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Forward Plan

|  |  |  |
| --- | --- | --- |
| Date | Activity | Description |
|  |  |  |
|  |  |  |
|  |  |  |

Stage 2: Assessment

*All applicants must complete this section. This information will form the basis of the assessment, together with your CV and any other supporting material you submit.*

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| **Knowledge, experience and responsibility over the last 10 years***This should demonstrate significant contribution in your area of practice, teaching, and research in ergonomics / human factors.*  |
|  |
| **Senior Professional Responsibility (SPR) over at least 5 years***This should show project management, leadership, financial or management responsibility.* |
|  |
| When did your SPR begin and end (if it has ended)? (mm/yy) |  |
| **Additional evidence***If you’re not already a Registered Member of the CIEHF (or equivalent in another IEA-federated society), you must include 5 pieces of evidence, one per area of competence, to demonstrate your depth and breadth of ergonomics and human factors knowledge.* |
| **Area of competence** | **Evidence provided** *(type, filename, etc)* |
| 1. Ergonomics/ human factors principles
 |  |
| 1. Ergonomics/ human factors theory and practice
 |  |
| 1. Human capabilities and limitations
 |  |
| 1. Design and development of systems
 |  |
| 1. Professional skills and implementation
 |  |

Referees

*Please contact your referees and ask them to email their referee reports directly to* ***membership@ergonomics.org.uk***

|  |
| --- |
| **Referee 1** |
| Name |  |
| CIEHF Fellow? | Yes / No | If no, equivalent membership of another organisation |  |
| Employer |  |
| Email |  |
| **Referee 2** |
| Name |  |
| CIEHF Fellow? | Yes / No | If no, equivalent membership of another organisation |  |
| Employer |  |
| Email |  |
| **Referee 3**  |
| Name |  |
| CIEHF Fellow? | Yes / No | If no, equivalent membership of another organisation |  |
| Employer |  |
| Email |  |

Additional information

|  |
| --- |
| **Professional recognition***Please list any awards made by the Institute or other relevant professional body.* |
|  |
| **Other activities***Please give details of other relevant activities.* |
|  |

Declaration

By signing this application I declare:

* I will comply with the regulations of the Institute.
* I will uphold and abide by the Institute’sCode of Professional Conduct.
* I will maintain and develop my professional competence and submit a record of my Continuing Professional Development as required by the Institute.
* I will not bring the Institute, or profession of ergonomics and human factors, into disrepute.
* That the whole of the information contained in this application and supporting documentation is true, accurate and complete to the best of my knowledge and belief.

I confirm:

* I am not, and have never been, the subject of a finding of professional misconduct against me by any professional body.
* I have never been convicted of a criminal offence (other than minor motoring offences).

I undertake to pay the application fee and the Institute’s annual subscription fee. I understand that my acceptance as a member is conditional on the above.

*Please sign or add a digital signature with the date below*

**Signature**

**Date**

Final check

*Please complete this table to ensure you have included all the necessary documents.*

|  |  |
| --- | --- |
| *Documents to include in your application* | *Yes = included* |
| Professional competency checklist |  |
| Detailed CV |  |
| Publications list if you have one |  |
| Supporting evidence such as reports or publications |  |
| Qualification certificates |  |
| CPD |  |

*Please send this application form and these documents via WeTransfer (*[*https://wetransfer.com*](https://wetransfer.com)*) to* ***membership@ergonomics.org.uk***