Association of Environmental Clerks of Works

**Application for Full Membership**

Before completing this application form, please ensure you have read the following documents:

* Membership Application Guidance
* AECoW Position Statement – The Role of an Environmental Clerk of Works
* AECoW Code of Conduct, by which all members must abide.

You should be aware of the term ‘Environmental Clerk of Works’ (EnvCoW) and how AECoW seeks to define, and promote, which is outlined in our position statement above. It is crucial that applicants recognise, and demonstrate, this as an auditing / inspector role, which purely monitors compliance. Whilst we are aware that there are other definitions of EnvCoW provided by various organisations, we are working with stakeholders, to support each other’s aims and objectives, and to minimise inconsistencies in the scope of the role. Therefore, please be mindful, and demonstrate knowledge, of the definition AECoW promotes, and upholds, when completing your application.

**Part 1: Personal Details**

|  |  |
| --- | --- |
| **Surname** |  |
| **Given Name** |  |
| **Current Professional Memberships (e.g. CEnv, CIEEM, CIWEM) & Level of Membership**  |  |
| **Do you hold a CSCS or equivalent? (if equivalent, please name)** |  |
| **Home Address (inc. Post Code)** |  |
| **Personal Email Address** |  |
| **Personal Telephone Number** |  |

**Part 2: Education**

Please list below details of all relevant further/higher education qualifications, or provide a CV covering the same. Please include copies of qualification certificates with your application.

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Title** | **Course Dates (from – to)** | **University/College** | **Qualification** |
|  |  |  |  |
|  |  |  |  |

**Part 3: Training**

Please list below details of all relevant training courses you have attended in the past 3 years below or provide a CV covering the same. Please include copies of qualification certificates with your application.

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| --- | --- | --- | --- |
| **Training Event** | **Training Provider** | **Course Dates** | **Recognised structured CPD?** |
|  |  |  |  |
|  |  |  |  |

Note there is a moral obligation on Members at all levels to maintain their skills through regular training. Training can be through formal courses, work experience and/or personal study. Please refer to AECoW guidance document.

**Part 4: Employment**

If you are currently unemployed, please add ‘none’ in the ‘Employer’ mandatory fields and complete previous employment fields below.

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| --- | --- |
| **Position** |  |
| **Start Date** |  |

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| --- |
| **Please describe your current role as an EnvCoW (max 200 words)** |
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| --- | --- | --- | --- |
| **Previous Employer** | **Position** | **To - From** | **Primary Duties** |
|  |  |  |  |
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**Part 5: Projects**

Please add further boxes, should you find that necessary to meet the qualifying criteria for delivering the role of an EnvCoW.

|  |  |
| --- | --- |
| **Project Name** |  |
| **Project Location** |  |
| **Role Duration** | *Eg. 2 years*  |
| **Role Frequency (e.g. full-time / frequency of visits)** | *Eg. 5 days per week / full time**2 days per week / part time* |
| **Describe your EnvCoW role, including reporting requirements (max 200 words)** |
|  |

|  |  |
| --- | --- |
| **Project Name** |  |
| **Project Location** |  |
| **Role Duration** |  |
| **Role Frequency (e.g. full-time or frequency of visits)** |  |
| **Describe your EnvCoW role, including reporting requirements (max 200 words)** |
|  |
|  |
| **Project Name** |  |
| **Project Location** |  |
| **Role Duration** |  |
| **Role Frequency (e.g. full-time or frequency of visits)** |  |
| **Describe your EnvCoW role, including reporting requirements (max 200 words)** |
|  |

**Part 6: Personal Statement**

This section allows you to set out your understanding of the **EnvCoW** role. Please answer each of the following questions, using no more than 200 words for each section. As outlined above, please demonstrate experience with AECoW’s definition of an EnvCoW, whichis our position statement *‘The Role of an EnvCoW’.*

|  |
| --- |
| **What do you think the role of EnvCoW to achieve? Demonstrate, using a recent example, your understanding of AECoW’s definition of the EnvCoW role.**  |
|  |
| **Demonstrate, using a recent example, how you have resolved conflict (between people) and complied with the AECoW Code of Conduct.**  |
|  |
| **Demonstrate, using a recent example, how you have reported on a situation of potential regulatory non-compliance and the methods of communication used.**  |
|  |
| **The Association is run by a small group of volunteers. Please outline what support you can offer the Association if your application is successfully determined?** |
|  |

**Declaration**

In completing and submitting this application to join the Association of Environmental Clerks of Works (AECoW) I have answered all questions truthfully. Upon confirmation of admission to the Association, I promise to abide by the AECoW Code of Conduct. I accept my moral obligation to ensure my knowledge and skills are maintained through training and professional development.

I certify that the information supplied in this application form is correct to the best of my knowledge.

I understand that details relevant to my application, enrolment and membership history will be held under the terms of the General Data Protection Regulations 2018 (GDPR).

I agree to my contact details being used for the purposes of establishing and maintaining membership of, or support for, the Association or providing or administering activities for members.

I confirm that I, or my employer, hold all necessary Professional Indemnity and Public Liability Insurances for the provision of my professional services.

Admission to the Association as a Full Member permits me to use the suffix **MECW**. Full members have voting rights.

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** ***(electronic signature is accepted)*** |  |

**Part 7: Referee Details**

**You need to send your application to your referee to validate it, prior to submitting your form.**

**Referee 1**

|  |  |
| --- | --- |
| **Name** |  |
| **Employer** |  |
| **Position** |  |
| **Contact Address (incl. Post Code)** |  |
| **Contact Email Address** |  |
| **Contact Telephone Number** |  |
| **Relationship to Applicant** |  |
| **Are you an AECoW Member?** |  |
| ***Please refer to the*** [***‘Referee / Sponsor Guidance’***](https://aecow.org/application-guidance/) ***section in the application guidance and provide your reference in line with the relevant criteria (max 200 words)*** |
|  |

|  |  |
| --- | --- |
| **Signature** ***(electronic signatures are acceptable. We may contact your referee to validate their reference)*** |  |
| **Date** |  |

**Referee 2**

|  |  |
| --- | --- |
| **Name** |  |
| **Employer** |  |
| **Position** |  |
| **Contact Address (incl. Post Code)** |  |
| **Contact Email Address** |  |
| **Contact Telephone Number** |  |
| **Relationship to Applicant** |  |
| **Are you an AECoW Member?** |  |
| ***Please refer to the ‘***[***Referee / Sponsor Guidance’***](https://aecow.org/application-guidance/) ***section in the application guidance and provide your reference in line with the relevant criteria (max 200 words)*** |
|  |
| **Signature** ***(electronic signatures are acceptable. We may contact your referee to validate their reference)*** |  |
| **Date** |  |

**Part 8: Payment**

Please refer to membership costs for annual subscription fees.

Your membership commences from when your application has been successfully determined and you will notified via emailed. Membership is for a 12 month period and you will receive an automated email to pay your subscription fees electronically. Prior to your membership expiring, you will be sent renewal reminders. If you do not pay your renewal fee, your membership will be automatically expire on the date given in your email reminder.

**Part 9: Relevant File Upload**

Please refer to the Membership Application Guidance to ensure you upload relevant files.

**Part 10: EnvCoW Database**

Should your application be successful, you will have the opportunity to have your name included on our Directory of CoWs. The Directory is available publicly, via the AECoW website, and allows clients and peers to find CoWs.

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| --- | --- |
| **Name to display**  |  |
| **Company Name**  |  |
| **Position**  |  |
| **Email address**  |  |
| **Telephone Number**  |  |
| **Key skills (50 word limit)** |  |
| **Geographical range (50 word limit)** |  |