Association of Environmental Clerks of Works

**Application for Graduate Membership**

Before completing this application form, please ensure you have read the following documents, available at [www.aecow.org](http://www.aecow.org):

* Membership Application Guidance;
* AECoW Code of Conduct, by which all members must abide.

You should be aware of the term ‘Environmental Clerk of Works’ (EnCoW) and how AECoW seeks to define it, in comparison with the term ‘Ecological Clerk of Works’ (EcCoW) and how CIEEM seeks to define that role. We are working with CIEEM to support each other’s aims and objectives, and to minimise inconsistencies. Therefore, please be mindful of the definitions when completing your application.

**Part 1: Personal Details**

|  |  |
| --- | --- |
| **Surname** |  |
| **Given Name** |  |
| **Title** |  |
| **Date of Birth** |  |
| **Current Professional Memberships (e.g. CEnv, CIEEM, CIWEM)** |  |
| **Do you hold a CSCS or equivalent? (if equivalent, please name)** |  |
| **Home Address (inc. Post Code)** |  |
| **Personal Email Address** |  |
| **Personal Telephone Number** |  |
| **Employer** |  |
| **Work Address (inc. Post Code)** |  |
| **Work Email Address** |  |
| **Work Telephone Number** |  |
| **We will contact you on your personal email address, unless you specifically state otherwise here** |  |

**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.

|  |  |  |  |
| --- | --- | --- | --- |
| **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.

**Part 4: Employment**

Please provide details of your current and previous positions of relevance to the Association, or provide a CV covering the same.

|  |  |
| --- | --- |
| **Position** |  |
| **Start Date** |  |
| **Please describe your current role as it relates to the provision of the Environmental Clerk of Works role (max 200 words)** |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Previous Employer** | **Position** | **To - From** | **Primary Duties** |
|  |  |  |  |
|  |  |  |  |

**Part 5: Projects**

Please provide information on any previous paid/voluntary positions relevant to the Association.

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

**Part 6: Personal Statement**

This section allows you to set out your understanding of the Environmental Clerk of Works Role. Please answer each of the following questions, using no more than 200 words for each section. As outlined above, please be mindful of AECoW’s position, which is on our website under ‘About Us’.

|  |
| --- |
| **What do you think the role of Environmental Clerk of Works seeks to achieve?**  |
|  |
| **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.** |
|  |
| **Why do you want to join the AECoW?** |
|  |
| **What are your career aspirations? How do you hope to progress in the next 3 years?** |
|  |
| **Demonstrate, using a recent example, how you have resolved conflict and complied with the AECoW Code of Conduct.** |
|  |

**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. I understand that AECoW may ask for evidence of my insurance provisions.

|  |  |
| --- | --- |
| **Name** |  |
| **Signature**  |  |

**Part 7: Referee Details**

All Graduate Member applicants are asked to provide the details of one referee.

**You need to send your application to your referee to validate it, prior to submitting your form. Your referee must explain why s/he believes the Applicant meets the AECoW Graduate Member requirements, as outlined in the application guidance.**

**Referee 1**

|  |  |
| --- | --- |
| **Name** |  |
| **Employer** |  |
| **Position** |  |
| **Contract Address (incl. Post Code)** |  |
| **Contact Email Address** |  |
| **Contact Telephone Number** |  |
| **Relationship to Applicant** |  |
| **Are you an AECoW Member?** |  |
| **Please explain why you believe the Applicant meets the AECoW Graduate Member criteria. Please make reference to your experience of their previous or current CoW roles (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 via Paypal. 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.