Association of Environmental and Ecological Clerks of Works

**Application for Associate Membership**

Before completing this application form, please ensure you have read the following documents, available at www.aeecow.com:

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

Throughout this form the term ‘Environmental Clerk of Works’ (ECoW) allows for all necessary specialist environmental disciplines such as: Ecology, Hydrology, Archaeology, Landscape, Noise, Air Quality, Contaminated Land, Hydrogeology and also includes professionals who manage and/or supervise ECoWs.

**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** |  |
| **Would prefer to contacted at home or at work?** |  |

**Part 2: Education and Training**

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.

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| --- | --- | --- | --- |
| **Course Title** | **Course Dates (from – to)** | **University/College** | **Qualification** |
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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?** |
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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 3: Employment**

If you are currently unemployed but seeking relevant employment, please check this box

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

|  |  |
| --- | --- |
| **Employer** |  |
| **Start Date** |  |
| **Position** |  |
| **Employer** |  |
| **Please describe your current role as it relates to the provision of the Environmental Clerk of Works role (max 200 words)** | |
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| --- | --- | --- | --- |
| **Previous Employer** | **Position** | **To - From** | **Primary Duties** |
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Associate Member applicants are required to demonstrate ‘**regular’** ECoW experience over a **minimum one year period**. Drawing on three relevant projects, please describe your ECoW experience in the boxes below.

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| --- | --- |
| **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)** | |
|  | |

|  |  |
| --- | --- |
| **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)** | |
|  | |
| **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 4: 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.

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| **What do you think the role of Environmental Clerk of Works seeks to achieve?** |
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| **Demonstrate, using a recent example, how you have advised on regulatory compliance.** |
|  |
| **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?** |
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| **Demonstrate, using a recent example, how you have resolved conflict and complied with the AEECoW Code of Conduct.** |
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| **Demonstrate, using a recent example, how you have advised in a situation of potential regulatory non-compliance.** |
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**Part 5: Declaration and Referee Details**

In completing and submitting this application to join the Association of Environmental and Ecological Clerks of Works (AEECoW) I have answered all questions truthfully.

Upon confirmation of admission to the Association, I promise to abide by the AEECoW 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 AEECoW may ask for evidence of my insurance provisions.

Admission to the Association as an Associate Member permits me to use the suffix **AEECW**.

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| **Name** |  |
| **Signature**  **(electronic signatures are acceptable)** |  |
| **Date** |  |

All Associate Member applicants are asked to provide the details of two referees. Your Referees should be experienced Environmental or Construction professionals who judge your skills and experience appropriate for Membership of AEECoW at Associate membership level. Your referees may be, for example, your current employer and a client. You may not provide two referees from your current employer organisation.

In signing the below, your Referees confirms that, to the best of their knowledge, you have answered the questions above truthfully and that, in their opinion, you meet the requirements of a Full Member. Further information on membership criteria is available in our Membership Application Guidance document, which is available at [www.aeecow.com](http://www.aeecow.com). You are encouraged to share our Membership Application Guidance with your Referees.

**Referee 1 – Please Complete and Sign**

|  |  |
| --- | --- |
| **Name** |  |
| **Employer** |  |
| **Position** |  |
| **Contract Address (incl. Post Code)** |  |
| **Contact Email Address** |  |
| **Contact Telephone Number** |  |
| **Relationship to Applicant** |  |
| **Are you an AEECoW Member?** |  |
| **Please explain why you believe the Applicant meets the AEECoW Associate Member criteria. Please make reference to your experience of their previous or current ECoW roles (Max 200 words)** | |
|  | |
| **Signature**  **(electronic signatures are acceptable)** |  |
| **Date** |  |

**Referee 2 – Please Complete and Sign**

|  |  |
| --- | --- |
| **Name** |  |
| **Employer** |  |
| **Position** |  |
| **Contract Address (incl. Post Code)** |  |
| **Contact Email Address** |  |
| **Contact Telephone Number** |  |
| **Relationship to Applicant** |  |

|  |  |
| --- | --- |
| **Are you an AEECoW Member?** |  |
| **Please explain why you believe the Applicant meets the AEECoW Associate Member criteria. Please make reference to your experience of their previous or current ECoW roles (Max 200 words)** | |
|  | |
| **Signature**  **(electronic signatures are acceptable)** |  |
| **Date** |  |

**Part 6: Payment and Checklist**

Your application should be submitted by email to [info@aeecow.com](mailto:info@aeecow.com).

Your application will be determined at the Management Committee Meeting which falls on the next date after receipt of your completed application. Management Committee Meetings are held on a monthly basis however it may take up to 8 weeks for your application to be processed. It may be necessary to conduct a short telephone interview to discuss your answers in further detail.

The Annual fee for Associate Membership is £25.00, which is subject to renewal each October. Applications considered part-way through the Membership Year will be charged on a pro-rata basis. Membership fees will not be processed for payment until after the Management Committee has considered your application and granted your admission to the Association.

You will be invoiced for your membership fee upon admission to the Association and payment should be made via BACS transfer. Please confirm to whom your invoice should be addressed:

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| --- | --- | --- |
|  | **Yes/No** | **PO Number and contact name (if necessary)** |
| **Home Address** |  |  |
| **Employer Address** |  |  |

**Part 7: ECoW Database**

Should your application be successful, you will have the opportunity to have your name included on our Directory of ECoWs. The Directory will be available publicly, via the AEECoW website, and will allow clients and peers to find ECoWs, partners or sub-contractors for projects across the UK. All sections are voluntary.

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