

EMPLOYMENT DETAILS

Please submit your curriculum vitae, in chronological order, providing full details of your work experience within the field of building services engineering. This must include dates, full details of the companies you have worked for, the posts you have held, and level of responsibility.

COMPETENCE STATEMENT

Please submit a Competence Statement of approximately 2000 words. Your Report should be based on the Competence Criteria for ACIBSE/MCIBSE (fact sheet A21/M21). It should include a brief introduction and be countersigned by your Sponsor. Competence Statement samples are available at www.cibse.org/applicanthelp

ORGANISATIONAL CHART

Please submit an organisational chart indicating your position in the organisation.

DEVELOPMENT ACTION PLAN

All those wishing to join CIBSE are required to show commitment to maintaining their professional capabilities and knowledge. Please submit your Development Action Plan stating your short, medium and long term goals and your intended actions to attain those goals. See fact sheet A20/M20.

SPONSOR'S DECLARATION

Please provide one sponsor who holds CIBSE membership or professional registration, at the same level or higher as the grade being applied for. **NB.** Sponsors may be contacted by CIBSE for confirmation of their support of the applicant.

I confirm that I have known the applicant for a minimum of one year. To the best of my knowledge, all the information contained in this application and supporting documents is correct. I confirm that I have seen the original qualification certificates referred to in the application and have initialled photocopies of them. I confirm my support for this application at the grade applied for.

I confirm that I am:

CIBSE member (ACIBSE/MCIBSE/FCIBSE)

IEng/CEng registrant*

Professionally registered with a recognised European Engineering Authority*

*If you are not a member of CIBSE, please send a copy of your registration certificate with this application.

Name

Address

Post code

Country

Telephone No

Email

Date of Birth DD / MM / YY

Signature Date

DD / MM / YY

Sponsor's Institution Membership (if applicable):

Name of Institution:

CIBSE membership No (if applicable)

EngC registration grade/registration number

APPLICANT'S DECLARATION

I certify that the information in this application and supporting documents are correct. I agree that, in the event of my election to any class of membership of the Chartered Institution of Building Services Engineers, I will be governed by the provisions of the Royal Charter and By-laws as they are now formed or as they may be hereafter altered; that I agree to abide by the Code of Professional Conduct, which can be found at www.cibse.org/code, and do all in my power to advance the objects of the Institution; providing that whenever I shall signify in writing to the Director of Membership that I wish to withdraw from the Institution, I shall, after payment of any arrears which may be due by me at that period, be free from this obligation.

Signature

Date

DD / MM / YY

NB. In the event of it coming to light that information supplied on this form is inaccurate, CIBSE reserve the right to withdraw membership of the Institution and discipline the applicant under the Code of Professional Conduct.

DATA PROTECTION

The information you provide in this application form will be used by CIBSE and its regions or administrative agents for administrative and membership purposes or as required by law. We will use your information to keep you up to date with news and developments in the industry, via email and post.

We do not sell lists of our members, but may pass your details on to CIBSE regions acting on CIBSE's behalf as well as third parties who work with CIBSE closely. If you do not wish to receive mailings or emails from CIBSE please opt out below:

I do not wish to receive mailings from CIBSE

I do not wish to receive emails from CIBSE

I do not wish to receive mailings (including emails) from third parties approved by CIBSE relating to products and services that are relevant to my membership.

CIBSE seeks to provide the best possible support to candidates. From time to time, we use applicants' material to illustrate best practice. All material is anonymised. If you do not wish your application to be used for this purpose, please tick here

FEES

Please visit www.cibse.org/fees for details of all subscription, application and Engineering Council fees.

All applicants must include payment for the following:

- Application fee (if applicable)
- Annual subscription fee for ACIBSE/MCIBSE
- Engineering Council IEng or CEng entry fee

All subscription fees run on an annual basis from 1st January to 31st December each year. If you have already paid the annual subscription for another grade, the difference between this rate and the new grade rate is payable here. Fees are not dependent on date of joining and therefore not prorated. All application fees are non refundable.

Credit Card Payers

- Your application fee will be debited on receipt of your application.
- Your subscription and Engineering Council fees will be debited when your application has been approved.

Payment can be made by cheque payable to CIBSE or by completing the debit/credit card details below:

Please tick:

Mastercard Visa Visa/Delta Maestro

Please note: we do not accept Amex or laser cards

Card Number

Valid from / Expiry Date /

Issue Number (For Maestro only) Security Code

Address details card is registered to

 Post code
 Country

Please debit card to the amount of £

Signature of Cardholder

Date

/ /

SUBMITTING YOUR APPLICATION:

Please submit ONE copy of your application and supporting documents via email or by post.

POST ONE COPY OF YOUR APPLICATION TO:

Membership Department
Chartered Institution of Building Services Engineers
222 Balham High Road, London, SW12 9BS, UK

OR EMAIL ONE COPY OF YOUR APPLICATION TO:

membership-apps@cibse.org

DO NOT BIND OR STAPLE DOCUMENTS

Registered Charity No. 278104

CIBSE HQ USE ONLY: