

Please do not
staple these sheets
- paper clip only

The Institute of Demolition Engineers

APPLICATION FOR MEMBERSHIP

ENTRANT GRADE MEMBER



Important:

**Please read the notes accompanying this application form carefully.
Incomplete and illegible application forms will be returned to the applicant**

NATIONAL SECRETARY:
Maureen Tong-Ralphs (Mrs)
1st, 2nd, 3rd Floor Eagle Court
130 High Street
Rochester, Kent ME1 1JT
TEL: 01634 790548
E-mail: info@ide.org.uk
Website: www.ide.org.uk

Latest Version: 11.03.19

For Office Use Only

| | | | |
|-----------------|-------------|------------------|-----------|
| Name: | | | |
| Application No: | | | |
| Fee Received | CV attached | 3 yrs Experience | Sponsor |
| Acknowledged | PDF | Agenda | Mem. Comm |

APPLICATION FOR MEMBERSHIP TO THE INSTITUTE OF DEMOLITION ENGINEERS

Please complete in **BLOCK CAPITALS** or **TYPESCRIPT**

1. PERSONAL INFORMATION

| | | |
|---------------------------------|--|---|
| Surname | | Affix a head & shoulders (passport type) photo here or send a JPG to info@ide.org.uk, please |
| First name | | |
| Preferred first name | | |
| Address | | |
| Postcode | | |
| Landline Phone No | | |
| Mobile Phone No | | |
| E-mail Address | | |
| Date of Birth | | |
| CSCS Registration number | | |

2. NAME AND ADDRESS OF PRESENT EMPLOYER

| |
|--|
| |
|--|

Correspondence will be sent to your home address unless specified differently here:

Business Address

3. ACADEMIC QUALIFICATIONS

| Title /Subject | Date Obtained | Grade |
|----------------|---------------|-------|
| | | |

4. COURSES ATTENDED & PASSED THAT ARE SPECIFIC TO DEMOLITION

Please attach copies of certificates

| Subject | Date(s) |
|---------|---------|
| | |

5. MEMBERSHIP OF OTHER PROFESSIONAL INSTITUTIONS OR ASSOCIATIONS

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| |
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| |
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| |

6. BUSINESS CAREER

Please also attach a copy of your current CV

| Employer | Position Held | Dates: From /To |
|----------|---------------|-----------------|
| | | |

7. SPECIFIC EXPERIENCE

IMPORTANT

This section must be completed. In-depth details of your experience and involvement in the demolition industry specifically over the past three years will be of relevance. Please also **attach a copy of your current CV** to this application giving any addition information.

| Field of Work | Experience and Involvement |
|-------------------|----------------------------|
| Demolition | |

| | |
|------------------|--|
| Recycling | |
|------------------|--|

| | |
|--|--|
| Safety Management /Qualifications | |
|--|--|

| | |
|-----------------------------|--|
| Contract Control | |
|-----------------------------|--|

| | |
|--|--|
| Other relevant experience | |
|--|--|

8. PRESENT EMPLOYER

I confirm that the applicant is currently employed in the position stated and carries out the duties specified below:

| |
|--|
| |
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| | |
|--|--|
| Employer's Signature | |
| Date | |
| Name (Block Capitals) | |
| Position held and name of Company | |

9. SPONSOR

The Sponsor must be a **FULL MEMBER** or **FELLOW** of the Institute of Demolition Engineers.
For a list of Full Members or Fellows please visit www.ide.org.uk

I confirm that I have read this application and that the applicant fulfils the criteria for Enrolled membership of the IDE

| | | | |
|----------------------------------|--|------------------------------|--|
| Name (Block Capitals) | | | |
| Signature | | | |
| Date | | | |
| Membership Grade | | Membership Number | |

10. DECLARATION

To the best of my knowledge and belief, the information I have given is true. I confirm I wish to be admitted to the Institute of Demolition Engineers. If elected, I agree to abide by the Rules of the Institute. I understand that the Council of Management has discretion to refuse admission to any Candidate without giving reasons and that there is a non-refundable administration fee, the amount of which has been made known to me, to be enclosed with the submission of my application.

(Don't forget to check your form thoroughly before you sign here)

| | |
|------------------|-------------|
| SIGNATURE | DATE |
|------------------|-------------|

**PLEASE RETURN COMPLETED FORMS AND SUPPORTING DOCUMENTATION TO THE
NATIONAL SECRETARY (Address on the front page)**

Answers given in this form and the CV will only be made available to the Council of Management.

ELECTION AND ADMISSION TO MEMBERSHIP APPROVED

| | |
|---------------|--|
| Signed | |
| | Chairman of the Membership Committee/ President of the Institute |
| Date | |

Privacy Notice (Membership)

In signing the declaration above you are agreeing that the IDE will process your personal information to facilitate your membership of the Institute and to communicate with you in relation to matters which are essential to your continued membership. This may include (although will not be limited to):

- To confirm your identity when speaking with you about your membership or providing progression advice and professional development information;
- To process your initial membership and any upgrades or any changes to your membership thereafter;
- To process your annual membership subscriptions and any other payments that may be due from or to the Institute;
- To facilitate your participation in any IDE examinations, certifications or courses;
- To provide you with a copy of the Demolition Engineer magazine which is an automatic Member benefit;
- To provide information about any Council and Governance matters, including our AGMs, Elections and any changes to the Rules of the Institute;
- To process any complaints, grievances, disciplinaries or appeals relating to Membership;
- To facilitate your Membership of any Institute Boards, Committees or Groups;
- To provide you with relevant information concerning News and Events
- Any other matters which are essential to your Membership or the running of the Institute

We process this information pursuant to our membership agreement with you and in order to comply with our legal obligations governing Data Protection.

Your information will be stored securely on either the Institute's systems and within IDE Headquarters. This storage will include the use of our Access Database, file stores, SAGE finance system and email accounts. We may also share your data with companies that help us to provide our services, including our IT service providers who store back up data, companies who assist with our marketing and companies who run our annual elections. We are satisfied that all our providers are complying with their data protection obligations.

We will retain your data for the duration of your membership and will retain a full record of your membership for 3 years thereafter to assist with membership status after your membership has ceased to be active. After 3 years the hard copy of your records will be destroyed.

Your rights

Where processing of your personal data is based on consent, you can withdraw that consent at any time by contacting us in writing at any time during the duration of your membership. You have the right to:

- ask us not to process your personal data for marketing purposes. We will inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes;
- request from us access to personal information held about you;
- ask for the information we hold about you to be rectified if it is inaccurate or incomplete;
- ask for data to be erased provided that the personal data is no longer necessary for the purposes for which it was collected;

Should you have any issues, concerns or problems in relation to your data, or wish to notify us of data which is inaccurate, please advise us by contacting us in writing at IDE, 1st Floor Eagle Court, 130 High Street, Rochester, Kent ME1 1JT. In the event that you are not satisfied with our processing of your personal data, you have the right to lodge a complaint with the relevant supervisory authority: Information Commissioner's Office (ICO) www.ico.org.uk in the UK, at any time.

For the purposes of data protection legislation, the data controller is The Institute of Demolition Engineers (IDE).



The Institute of Demolition Engineers

IMPORTANT NOTES FOR APPLICANTS

ABOUT THE INSTITUTE OF DEMOLITION ENGINEERS

The Institute Of Demolition Engineers is a Charitable Educational Trust and is established to promote and foster the science of demolition engineering, the use of more efficient techniques in the industry, to encourage safer methods of working and to provide a qualifying body in the industry. Membership is for individuals who are involved in some aspect of demolition engineering and who could be expected to be able to demonstrate a depth of knowledge and experience within the demolition industry. Students studying a relevant course at a recognised university or college may apply for Student Membership. There is no provision for corporate membership and Companies may not claim accreditation to the Institute.

All members are expected to show commitment and support for the Institute to which they belong. Aspiring members are very welcome to attend IDE seminars and regional meetings. Attendance at such events will enhance your application.

All Entrants, Associates, Full Members and Fellows are required to participate in the IDE scheme of continuing professional development (CPD). Fundamentally this is a process of setting yourself objectives for development and charting your progress towards achieving them. A brochure about this is available on our website and by request from the IDE Headquarters.

FILLING OUT THE APPLICATION FORM

- (1) Please complete all sections of the application form using legible **BLOCK CAPITALS** or typed script. It is helpful for photocopying/scanning if you use **BLACK** ink.

Please do not use staples or print the form double-sided.

- (2) In answering section 7 please include as much information as possible about your training, role, experience and qualifications in demolition engineering over at least the last three years and ensure that you attach a copy of your CV. It would also be helpful to add any conferences, seminars or courses you have attended. When referring to projects that you have undertaken you must identify them.

Accepted Training for Membership

CCDO Supervisor Card (Gold) or CCDO Demolition Managers Card (Black)

NEBOSH Construction Certificate or Higher

Managers & professional (MAP) level CITB Safety & Environment Test completed within the last 2 years

Must hold the minimum of:

NDTG recognised Asbestos Awareness Course

3 years Demolition experience

- (3) The **application fee of £275.00** must be received before your application can be considered. Cheques should be made payable to **The Institute of Demolition Engineers**. If you wish to pay by bank transfer please contact the IDE office on 01634 790548. We do not accept credit card payments over the telephone.
- (4) If you do not know of any Members of the Institute whom you can ask to sponsor you, please speak to the President or Vice President at an IDE event.

(5) Signatures: Electronic completion of the form and payment by Bank transfer are becoming more popular. Signatures **MUST** appear on the form. These can be added as JPGs to the electronic form.

Send your completed Application to the National Secretary at the address shown on the front of the Application Form. Forms received in the IDE Office less than a month before a Membership Committee meets will be held over until the next meeting.

WHAT HAPPENS NEXT?

- A. You will receive an acknowledgement that your Application has been received.
- B. Provided that your Application is complete in all respects (1 to 5 above), the National Secretary will circulate it to the members of the Membership Committee. This Committee only meets at approximately two-monthly intervals so there could be some delay before your Application is fully considered.
- C. The Membership Committee makes recommendations to the Council of Management. The Council of Management reserves the right to decide on whether or not an Application is successful. The Council does not give reasons for any of its decisions.
- D. The Membership Committee may, in some circumstances, request further information from you before reaching a decision.
- E. If successful the Council of Management also reserves the right to decide the grade of membership to be awarded. In the vast majority of cases the membership grade awarded will be that of the entry grade of ENTRANT.
- F. The National Secretary will advise you within 14 days of any decision which has been made.

PROGRESSION TO HIGHER GRADES OF MEMBERSHIP

All Entrants are expected to progress to higher grades of Membership and demonstrate support for the IDE. Enrolled membership is only granted for two years, during which time the basic grade member is expected to sit and pass the Institute's examinations. These are held twice a year. Entrants are routinely advised of dates, times and locations. The Institute also offers a very useful Preparation Day just before the examination and all first-time candidates have to attend it. Although the pass mark is high (70%) a large proportion of applicants pass first time. More information about the Institute's Examinations can be found on our website: www.ide.org.uk

SUBSCRIPTIONS

If accepted as a member then **you will become immediately liable to pay the Annual Membership Subscription for the current year** at the rate applicable for the grade awarded, although this may be waived at the discretion of the Council of Management if the enrolment date is shortly before the normal renewing date.

Subscription fees are renewable on May 1st annually. Annual Subscription Rates from 1st May

| | | |
|-----------------------|--------------------------|---------|
| 2019 are as follows:- | Entrant/Technician Grade | £275.00 |
| | Associate | £250.00 |
| | Full Member/Fellow | £225.00 |
| | Affiliate | £275.00 |
| | Student | Free |

Note to potential Membership Applicants from Past-President Duncan Rudall, FIDE

Please elaborate in depth, where asked to. The more information about you and your demolition experience the better. Regardless of your position within a company we need as much information about your involvement in the work that you do and what day to day part or role you take in each project. This is not a corporate membership, it is for individual Demolition Engineering professionals, as such you are responsible for your application and the information provided within it. Please ensure the Full IDE Member Sponsor has agreed to sponsor you and has signed the application form prior to it being returned to the National Secretary.

Any discussions relating to your application will be between the National Secretary, The Membership Committee and you – the applicant, not third parties. Best of Luck and we look forward to receiving your application.