



# The Institute of Demolition Engineers

## Application Form: Entrant Grade Membership

### Introduction

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 recognized university or college may apply for separate 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 and help you to gain invaluable CPD hours.

All Entrant, Associate, Full Member and Fellow grade members are required to participate in the IDE CPD Scheme (Continuing Professional Development). Full details will be provided once your application has been successful. All Entrant Grade members are expected to progress to higher grades of membership. Entrant grade is only granted for 2 years, during which time the member is expected to sit and pass the Institute Examinations. As the examinations are held twice a year there is plenty of opportunity to do so. The Institute also offer a very beneficial Preparation Day prior to the examination and all first-time candidates are encouraged to attend. The pass mark is high (70%) a large proportion of applicants pass first time.

### How to complete this Application Form

Please complete all sections of this application form using **BLOCK CAPITALS** or typed script. This document will be scanned therefore please use black ink and do not return to us stapled and printed double sided. Please include as much information as possible concerning your training, your current role, previous experience and qualifications relevant to the Demolition industry. It will also be helpful to include details of any conferences or seminars that you have attended.

Signatures must appear on the form. These can be in the form of a wet signature or a jpeg added to your form.

Forms received in the IDE office less than 1 month before a Membership Committee meeting will be deferred until the next meeting.

### Accepted Training for Membership

To be able to apply for Membership of the IDE you must be able to provide the following evidence:

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

You must hold the minimum of:

NDTG recognized Asbestos Awareness Course (current)

3 Years minimum Demolition experience



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**Important:** Please read this application form and accompanying notes carefully. Incomplete and illegible application forms will be returned to the applicant. All applications must be completed by the applicant and not a 3<sup>rd</sup> party.

| 1. Personal Details                    |                                  |   | Please complete in Block Capitals or Typescript |  |
|--|----------------------------------|---|---|--|
| Title                                  | Forename/s ( <i>legal name</i> ) | Surname/s ( <i>legal name</i> )   |   |  |
| Previous surname ( <i>if changed</i> ) |                                  | Date of Birth __/__/____  | Legal gender <b>M</b> <b>F</b>                  |  |
| What is your country of nationality?   |                                  | Affix a current head and shoulders (passport type) photograph below     |   |  |
| NI Number                              |                                  | <div style="border: 1px solid black; width: 100%; height: 100%;"></div> |   |  |
| CSCS Registration Number               |                                  |   |   |  |

| 2. Contact Details |             |  | All postal correspondence will be sent to your current home address unless we are advised differently in writing |  |  |
|--------------------|-------------|--|--|--|--|
| Home Address       |             | Previous address ( <i>if at home address for less than 3 years</i> ) |  |  |  |
| Post Code          |             | Post Code  |  |  |  |
| Phone numbers      | <b>Work</b> | <b>Home</b>  | <b>Mobile</b>  |  |  |
| Email address      | <b>Work</b> | <b>Home</b>  |  |  |  |

| 3. Current Employer |  |
|---------------------|--|
| Name and Address    | Address if you are based at another location |
| Post Code           | Post Code                                    |
| Current Position    |  |

### FOR OFFICE USE ONLY

|                     |              |                  |          |              |
|---------------------|--------------|------------------|----------|--------------|
| Application Number: |              |                  |          |              |
| Fee Received:       | CV attached: | 3yrs experience: | Sponsor: | Acknowledged |
| PDF                 | Agenda:      | Mem.Com:         |          | Result:      |



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## 4. Academic Qualifications

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

## 5. Courses Attended and Passed specific to Demolition

Please include copies of all certificates with your application. Use an additional sheet if required.

| Subject | Dates completed |
|---------|-----------------|
|         |                 |



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## 6. Membership of other Professional Institutions or Associations

| Name of Organisation | Date Joined | Grade Achieved |
|----------------------|-------------|----------------|
|                      |             |                |

## 7. Business Career

Please include a copy of your current CV.

Use an additional sheet if required.

| Employer | Position Held | Dates From/To | Reason for Leaving |
|----------|---------------|---------------|--------------------|
|          |               |               |                    |



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## 8. Tell us about your experience

Please provide in-depth detail of your experience and involvement in the Demolition industry. We are particularly keen to hear about the experience you have gained over the last 3 years.

Field of Work

Experience and Involvement

**DEMOLITION**



# The Institute of Demolition Engineers

|  |                                   |
|--|-----------------------------------|
| <p>Field of Work</p> <p><b>RECYCLING</b></p>                                 | <p>Experience and Involvement</p> |
| <p>Field of Work</p> <p><b>SAFETY<br/>MANAGEMENT/<br/>QUALIFICATIONS</b></p> | <p>Experience and Involvement</p> |



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|  |                                   |
|--|-----------------------------------|
| <p>Field of Work</p> <p><b>CONTRACT CONTROL</b></p>          | <p>Experience and Involvement</p> |
| <p>Field of Work</p> <p><b>OTHER RELEVANT EXPERIENCE</b></p> | <p>Experience and Involvement</p> |



# The Institute of Demolition Engineers

## 9. To be completed by your Current Employer

This section must be completed in full by your Line Manager or a Senior Member of your HR Department.

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

## Employer Declaration

Signed this day:                      Date:

FULL NAME (In BLOCK CAPITALS):

Signature:

Position held and name of Company:

## 10. Your Sponsor

A Sponsor must be a FULL MEMBER or FELLOW of the Institute of Demolition Engineers.

If you do not know anyone who will be able to sponsor you please include a note with your application explaining the reasons why this section cannot be completed.

I confirm that I have read this application and that the applicant fulfils the criteria for Entrant Grade Membership of the IDE

Signed this day:                      Date:

FULL NAME (In BLOCK CAPITALS):

Membership Grade:

Signature:

Membership Number:

Position held and name of Company:

## How to Pay your Application Fee

Your application fee must be received before your application can be processed for review by the IDE Membership Committee. Please note this payment is separate from the IDE Subscription Fee that is calculated once you have gained membership of the IDE.

**The application fee is currently £275.00**

**BACS:**                      Sort code: 60-09-10    Account: 71792589  
 Reference: **JOIN** followed by your **SURNAME**  
**Please include evidence of your payment with your application**

**The IDE are currently  
 unable to accept  
 payments by Credit or  
 Debit Card.**



# The Institute of Demolition Engineers

## 11. Your Declaration

To the best of my knowledge and belief, the information I have provided is true.

I confirm that I wish to apply for membership of the Institute of Demolition Engineers. If elected I agree to abide by the Rules of the Institute and the Members Handbook. I understand that the IDE Membership Committee, on behalf of the IDE Council of Management, has discretion to refuse admission to any applicant without giving reasons and that the administration fee, paid at the time of my application, is non-refundable.

Signed this day:                      Date:

FULL NAME (In BLOCK CAPITALS):

Signature:

**Please return your completed form and all supporting documentation to:**

**Applications Department, Institute of Demolition Engineers, 1<sup>st</sup> Floor, Eagle Court, 130 High Street, Rochester, Kent ME1 1JT. Alternatively you can email the completed document in PDF format to [Maureen@ide.org.uk](mailto:Maureen@ide.org.uk)**

## What Happens Next?

You will receive an acknowledgement that your application has been received

Providing that your application is complete in all respects the National Secretary will prepare it for the Membership Committee to review at their next available meeting. The Committee meet at approximately two-monthly intervals so there may be some delay before your application is considered.

The Membership Committee, on behalf of the Council of Management, reserve the right to decide whether or not an application is successful. The Committee are not obligated to provide reasons for their decision and will adhere to the specific criteria as outlined on Page 1. The Membership Committee may request further information from you in support of your application. This must be received before a decision on your membership application will be reached.

The Membership Committee, on behalf of the Council of Management, reserve the right to decide the grade of membership to be awarded. In the majority of cases the membership grade awarded will be that of the entry grade of ENTRANT.

The National Secretary will advise you within 14 days of any decision which has been made.

## FOR OFFICE USE ONLY

Election and Admission to Entrant Grade Membership Approved by Chairman of the IDE membership Committee/President of the Institute:

Signed this day:                      Date:

FULL NAME (In BLOCK CAPITALS):

Signature:

## Data Protection

### **Privacy Notice**

In signing the declaration you are agreeing that the IDE will process your personal information to facilitate your membership and to communicate with you in relation to matters which are essential to your application and 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, professional development information and details regarding membership of the IDE;
- \* To process your initial application and any upgrades or any changes to your membership details thereafter;
- \* To process any payments that may be due from or to the Institute;
- \* To facilitate your participation in any examinations, certifications or courses;
- \* To provide you with a copy of the Demolition Engineer magazine which is an automatic membership benefit;
- \* To provide information about the 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 your membership;
- \* To facilitate your Membership of any Institute Boards, Committees or Groups;
- \* To provide you with relevant information concerning News and Events and 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 administer 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 details 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, 1<sup>st</sup> 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](http://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).