

APPLICATION FOR MEMBERSHIP



Complete this application form in full using BLOCK CAPITAL LETTERS and **black** ink.
Please read the guidance for candidate notes on the page 4 before completing the form.

Return the form by post to:

The Membership Secretary, The Institute of Domestic Heating & Environmental Engineers Limited,
P O Box 329, SOUTHAMPTON, SO40 0BT.

For enquiries telephone: 023 8066 8900; or fax: 023 8066 0888; or Email: apply@idhee.org.uk

A. Personal Details

1. Title (Mr. Mrs. Miss Ms. Other) 2. Surname
3. Forenames
4. Date of Birth (dd/mm/yy) 5. Grade Applied For

UPGRADING APPLICANTS ONLY

6. Membership Number 7. Membership Grade 8. Date Awarded

9. Home Address

Postcode

Telephone

Fax / Email

10. Name & Address of Organisation

Postcode

Telephone

Fax / Email

11. Send correspondence and publications to (tick as appropriate) Home Business

B. Qualifications

- 12 Qualifications held to include all Technological, Commercial, Practical Courses, Apprenticeships or equivalent undertaken. (*State course title, date and place of study for each entry.*) Please send photocopies of your certificates.
If necessary continue on a separate piece of paper.

Title	Place of Study	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

- 13 Membership of other Professional Organisations or Trade Associations

Name of Organisation	Grade	Date Accepted (<i>dd/mm/yy</i>)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

C. Career

- 14 Present Organisation, if sole trader please tick

Job Title	Name of Organisation	Starting date (<i>dd/mm/yy</i>)
<input type="text"/>	<input type="text"/>	<input type="text"/>

- 15 **Previous Career Details**

Begin with your last position. **To be completed by ALL applicants.**

- (a) Date from Date to Your job title

Organisation Name

Position and job responsibility

- (b) Date from Date to Your job title

Organisation Name

Position and job responsibility

D. References

16 Please enter the names and addresses of two referees.

Name

IDHEE Membership No.

Address

Name

IDHEE Membership No.

Address

E. Enclosures

17 For New Applicants.

I enclose a cheque for £40.00 Entrance Fee made payable to The Institute of Domestic Heating & Environmental Engineers.

18 For Upgrading Applicants.

I enclose a cheque for £20.00 (NOT APPLICABLE TO ALL CURRENT STUDENT MEMBERS) made payable to The Institute of Domestic Heating & Environmental Engineers.

Payment of your usual subscription should not be delayed pending the outcome of your upgrading assessment. If you are successful in your application, the higher subscription will only apply from your next annual renewal.

19 I enclose photocopies of my relevant qualifications. (Please do not send originals).

20 I enclose one completed reference form. (Others will be taken up if required).

21 I enclose additional information for consideration of the Executive Council.

F. Declaration

I declare that the statements made in this application form and the enclosed supporting information are correct and that if having been deemed eligible by the Executive Council for election into the grade of I will be governed by the byelaws and constitution as they now are, or may in the future be formed.

I will at all times uphold the dignity of the Institute and will not abuse the privileges incidental to membership.

I will advance the objects of the Institute to the best of my ability and will refrain from recommending for membership any person whose election would reflect adversely upon the dignity of the Institute.

I undertake to renew annually the validity of my Diploma by promptly remitting my annual subscription. I acknowledge that the Diploma is indicative of my status in the Institute and shall be returned should I withdraw from membership, which may only be affected upon giving the statutory notice as required by the byelaws and after payment of any arrears which may be due from me.

Signature

Date

RETURN TO: Membership Secretary, The Institute of Domestic Heating and Environmental Engineers Limited,
P O Box 329, SOUTHAMPTON, SO40 0BT

IF YOU REQUIRE ASSISTANCE PLEASE CONTACT THE MEMBERSHIP SECRETARY ON 023 8066 8900

NOTES TO GUIDE CANDIDATES

To assist candidates in completing the application form the following notes have been compiled from the questions that are most frequently asked. If you have any further queries when completing the form, do not hesitate to contact the Membership Secretary on 023 8066 8900 or E-mail apply@idhee.org.uk.

A Personal Details

Self-explanatory.

B Qualifications

Technological - Give as much information as you can recall - it all helps to achieve your desired status in membership. Photostat copies of certificates are required. Please do not send originals.

Commercial - Any courses taken, commerce, management, servicing, trouble shooting, design and any manufacturers' special equipment courses.

Apprenticeships or equivalent - this is the background, about how you started in the industry, where you gained that important first knowledge.

C Career

Be as explicit as possible, giving company names and job responsibility Where necessary use a separate sheet and staple it to the application form.

D References

Although it is desirable, it is not essential that your referees are members of the Institute. Provided that they can give details of your background in the industry then references from other professionals such as engineers, architects, surveyors etc. will be very acceptable. Please forward the enclosed reference form to one of your referees for completion. Please give the name, address and telephone number of this referee and one other in section D. References. Where possible please return your reference with the application form.

E Enclosures

If you have had the opportunity to specialise in a subject or the chance to carry out research, it would be useful to mention this here. Also add any additional information you would like to give in support of your application which you feel the application form has not covered. Do not forget to sign and date the form.



REFERENCE FORM

Institute of Domestic Heating & Environmental Engineers Limited,
 P O Box 329
 SOUTHAMPTON,
 SO40 0BT

023 8066 8900

NOTE TO CANDIDATE

One copy of this form should be sent direct to each of the Referees given on your application. Ensure that your name and address are entered before so doing. Wherever possible give Institute members as referees, otherwise give engineers, tutors or similar persons who are able to quote competently on your career and ability.

CANDIDATE'S NAME AND ADDRESS

CANDIDATE'S BUSINESS ADDRESS

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DATE OF APPLICATION GRADE APPLIED FOR

REQUEST FOR REFERENCE

Application for membership has been made by the above who has given your name in reference. Your assistance is requested in providing information to enable a correct assessment to be formulated as to his/her professional ability and merit for membership. All information you are able to provide will be regarded as confidential and without prejudice. An extract from membership bylaws is given on the following page, which may prove helpful in your evaluation.

A. Period of acquaintance.....years approx. in a Business.....Social.....Personal.....capacity.

B. Your opinion of the candidate's engineering ability and diligence.

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C. Your knowledge of the candidate's technical training and aptitude, including heating and environmental engineering courses.

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D. Your knowledge and opinion of the candidate's design ability and practical experience.

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E. Further comments.

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Continued on next page....

REFEREE'S DETAILS.

