

APPLICATION

Fellowship

Please print all sections clearly

Forname

Surname

Date of birth

Contact details (please complete both and tick the one you would like communication directed to)

Home address

Telephone

Mobile

Email

Business address

Telephone

Mobile

Email

Fellowship Application – Questions

Applicants are required to answer all of the following questions, and may wish to supply a CV and job description to enhance their application.

Note; It is recommended that the application word count maximum does not exceed 5000 words, with a 500 count for sections 1 & 6, and 1000 per section otherwise.

1. Scene Setting

Please explain your responsibilities within your current or most recent position.

Also include information on;

- Your level of responsibility
- Size of organisation
- Type of business
- Budget responsibility
- Resources
- Any significant professional achievements
- List any/all formal training qualifications
- List any affiliations
- Include an organogram showing how your role fits into the organisation

Fellowship Application – Questions *continued***2. Strategy**

Please describe your strategic influence within your organisation providing examples of projects or strategies that you have led on which have impacted on the financial performance, efficiencies and customer experience of your organisation/s.

3. Leadership Qualities

Please describe how you have effectively led a team or major initiative to achieve business success;

Fellowship Application – Questions *continued***4. Change Management**

Please describe a significant and successful change management programme that you have led.

- What techniques or processes did you use
- How did you analyse the impact of the change?

5. Business Continuity, Risk and Compliance

Please describe how you have developed an effective FM risk strategy and implemented FM policies and protocols to maintain compliance with legislative, statutory and regulatory obligations in line with best practice and as part of the overall organisational risk strategy.

- How did you identify the risks
- Describe your involvement in business continuity planning
- Can you evidence compliance with current legislative guidance (against the country's that you operate in)

Fellowship Application – Questions continued

6. Impact and Contribution

I. Please explain how you feel you have personally contributed to the FM industry or profession, either through your organisation or for example through a IWFM region or SIG?

- What has your impact been on others
- Explain how you added to FM knowledge, research or thought leadership
- Have been recognised for your expertise

II. Please explain how you plan to further contribute to the Institute or Profession in an ambassadorial or mentoring role?

Applicant Declaration

I hereby apply for admission to IWFM. If admitted, I undertake to accept and abide by the institute's Code of Conduct (www.iwfm.org.uk/code) and endeavour to advance the work of IWFM. I certify that the information given on this form is true and correct as detailed above.

Name

Date

Membership No

Signature

Payment method (Please indicate your chosen method of payment)

Credit or Debit card

Please call the team on +44 (0)1279 712 650, or email engagement@iwfm.org.uk to request a card payment form)

Direct Debit

Please fill in a direct debit mandate which can be found on the website

Cheque

Please make cheques payable to "IWFM"

IWFM requires full payment prior to assessment and processing of applications. Any applications received without payment will not be assessed or processed until full payment is made via any of the above methods.

Please send your completed form to the address shown at the end of this document

Contact us

Any queries about the contents of the policy please contact:

Membership

IWFM
Thremhall Park, Start Hill,
Bishop's Stortford,
Hertfordshire,
CM22 7WE

engagement@iwfm.org.uk

+44 (0)1279 712 650