



# application for membership or transfer

NOTES: Please read the attached guidance notes 'A step-by-step guide' **prior to completing this form**. Complete all sections in BLOCK CAPITALS marking inapplicable sections 'N/A'. **NB.** There is no need for you to identify a particular class of membership, as the Membership Committee will do this on your behalf. You will be awarded the highest grade deemed appropriate.

Please tick whether you are applying for membership  or transfer

## Part 1: Personal details

Surname \_\_\_\_\_ Title \_\_\_\_\_

Forenames \_\_\_\_\_

Home address \_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_ Telephone \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_ Date of birth \_\_\_\_\_

## Current employment details

Job title \_\_\_\_\_ Organisation \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_ Telephone \_\_\_\_\_ Email \_\_\_\_\_

## Other details

Correspondence to be sent to: Home  Work  (tick preferred choice)

Membership no. (if already an SOE member) \_\_\_\_\_

EC<sup>UK</sup> level of registration (if applicable) \_\_\_\_\_

Which Professional Sector do you wish to join? (please select only one) IRTE  IPlantE  BES

I first heard about the Society through \_\_\_\_\_

**Part 2: Education and Training** Please include details of your technical, management, vocational and practical education and training as appropriate.

Date started	Date completed	Teaching establishment/Awarding body	Level	Subject

**Part 3: Record of Continuing Professional Development (CPD)**

Date started	Date completed	Teaching establishment/Awarding body	Level	Subject

**Note:** Photocopies of all exam pass certificates (A4 maximum) and other supporting documents must be enclosed and signed by **both your sponsors** to confirm that they have seen the originals. If both signatures are not completed your form will be returned to you and your application will be delayed.

**Part 4: Appointments held** Including a brief description of responsibility under job title. Please attach additional sheets as necessary.

Date from	Date to	Job title	Employer name and nature of business

**Note:** Photocopies of all exam pass certificates (A4 maximum) and other supporting documents must be enclosed and signed by **both your sponsors** to confirm that they have seen the originals. If both signatures are not completed your form will be returned to you and your application will be delayed.

## Part 5: Sponsorship declaration

As sponsors, we consider that the applicant is a suitable person to be a member of the Society. We have countersigned the necessary documents to indicate having seen the originals. We understand that, if we wish, we can make further comments by writing in confidence to the Society.

### First sponsor

Name \_\_\_\_\_  
Class & Membership no (if applicable) \_\_\_\_\_  
Job title and company \_\_\_\_\_  
EC<sup>UK</sup> registration no (if applicable) \_\_\_\_\_  
Signature \_\_\_\_\_  
Date \_\_\_\_\_

### Second sponsor

Name \_\_\_\_\_  
Class & Membership no (if applicable) \_\_\_\_\_  
Job title and company \_\_\_\_\_  
EC<sup>UK</sup> registration no (if applicable) \_\_\_\_\_  
Signature \_\_\_\_\_  
Date \_\_\_\_\_

Your application must be supported by two sponsors. Sponsorship can be provided either by members of the Society (one of whom should hold the class of Honorary Fellow, Fellow or Member), or by your employer. Both senior managers and HR professionals from your current employment are acceptable. In the event of difficulty, engineers registered with EC<sup>UK</sup> are acceptable. If you are experiencing difficulty finding a sponsor, please contact the membership team.

## Part 6: Applicant declaration

I hereby apply for admission or transfer to such class of membership as the Council of the Society of Operations Engineers decides is applicable. I have read and understand the summary requirements for membership (as listed in 'The Benefits of Membership' document and on the SOE website) and I undertake to uphold the Code of Professional Conduct. The statements I have made are true and accurate to the best of my knowledge.

Applicant name (block capitals) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Data Protection** The Society takes the protection of your data very seriously. It will not be divulged, other than under legal obligation, to third parties other than Society approved suppliers who may, from time to time, write to inform you of offers and opportunities agreed with the Society. If you do not wish to receive any contact from Society approved suppliers, please tick the box

### Office use only

Receipt and acknowledgement: \_\_\_\_\_ Membership no: \_\_\_\_\_  
Source: \_\_\_\_\_

## Part 7: Direct Debit (DD)

If you have a UK bank account please opt for the Direct Debit method of payment which is easier for both you and us and results in savings on your annual subscription fee (see subscription rates form).

If you complete the Direct Debit Mandate, authorised debits will be made on your bank account and in all cases you will be informed in writing prior to the debit.

### The Direct Debit Guarantee

This guarantee is offered by all banks and building societies in the Direct Debit Scheme; its efficiency and security is monitored and protected by your own bank or building society. If the amounts or the payment dates change, you will be told at least 28 days in advance. If an error is made by the Society or your bank or building society, you are **guaranteed a full and immediate refund** from your branch. You can cancel a Direct Debit at any time by writing to your bank or building society – (please send a copy to us). With a Direct Debit, you'll continue to receive an annual subscription notice with your membership card, but payment is automatic. Complete the form below and return it **TO THE SOCIETY**; not, please to your bank.

## Instruction to your Bank or Building Society to pay Direct Debits

Please complete this form, using black ink, and return it to **The Society of Operations Engineers, 22 Greencoat Place, London SW1P 1PR**

1 Name and full postal address of your **Bank** or **Building Society** branch:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2 Name(s) of account holder(s): \_\_\_\_\_

3 Branch sort code:    -    -

4 Bank or Building Society account number:

5 Your membership number: (transfers only – please see your membership card)

6 Instruction to your Bank or Building Society: Please pay The Society of Operations Engineers Direct Debits from the account detailed on this instruction, subject to the safeguards assured by the Direct Debit Guarantee.

Signature: \_\_\_\_\_

Banks and Building Societies may not accept Direct Debit instructions for some types of account



Originator's identification number  
**7 5 4 2 9 4**



Society of Operations Engineers, 22 Greencoat Place, London SW1P 1PR  
Tel: 020 7630 6666 Fax: 020 7630 6677 email: [soe@soe.org.uk](mailto:soe@soe.org.uk) [www.soe.org.uk](http://www.soe.org.uk)

Reg. in England Company No. 3667147. A Company Limited by Guarantee.  
SOE is a Licensed Member of EC<sup>uk</sup>. SOE Reg. Charity No. 1081753.