

GUIDE FOR CANDIDATES FOR MEMBERSHIP

This guide has been written to assist you in filling in the Society's Membership Application form.

The first section on Page 1 is headed "Details of the Candidate". Most of this is self-explanatory but be sure to show clearly (in block capitals) both your private and business addresses and telephone numbers. Your present position in your firm should be entered on the line provided for this. If you have your own business, the entry on this line will be:- Self-employed as - - - - (type of business).

If you have submitted a previous application, you should state this and give the approximate date. This will be of assistance to the Grading Committee.

The second section on Page 1, "Undertaking by the Candidate", is self-explanatory. It is important that this section be signed and dated.

The third section, headed "Recommendation by Corporate Member", must (where possible) be filled in by a member of the Society who knows you personally and has some knowledge of the work experience and/or formal qualifications that will determine the grade of membership to which you are elected. If you do not know any existing IMC member, just complete the form in all other respects and send it to the National Secretary with a note saying that you do not know any member able to act as your sponsor.

The completion of Pages 2 and 3, under the heading "Experience" sometimes causes problems for a candidate, so we show below a set of specimen entries which should give you a fair idea of what is required. The details of work experience shown should be brief but clear. If at all possible, the details of experience you show on Pages 2 and 3 should be signed or initialled in the margins by the IMC member who signs the recommendation on Page 1. If you do not have a sponsoring member to recommend you or if this member does not have sufficient knowledge of your work experience to be able to certify to the correctness of the details shown, a letter or letters from the employing firm(s) should be obtained a verification of your experience and attached to your application.

EXPERIENCE (In Commerce, Industry and/or The Services), in chronological order:-

Under Education, you should list your Post-Primary Schooling e.g. School Certificate; U. E; 2 years secondary, or the like. If you have overseas education certificates (e.g. G.C.E. - UK), you should list these.

Degrees, Certificates, etc.:- You should list your Trade, Technician or Professional qualifications with the dates when these were gained:- e.g. Advanced Trades Fitting and Turning, Paper A, May 1972; 2nd Qual. Electrical - May, 1974; N.Z.C.E. (Mech.) - Nov 1968; B.E. (Mech.) - 1970. If the qualification is not a well-known one, a full description of it should be given. Please note that the Grading Committee needs documentary evidence of formal qualifications. A photocopy of your qualifying Trade Certificate or Degree Certificate should be attached to your application. (On request, the National Secretary will photocopy your Certificate and return the original to you).

Other Distinctions, etc:- You may wish to list any qualifications outside the Technical sphere, or any Civil or Military honours.

At the foot of Page 3, there is a space where you may indicate where you may be able to assist your local Branch, and not only in the technical field alone. Talks at Branch level are usually informal and, if you have a particular interest, others will be keen to hear of it.

Having completed Pages 1, 2 and 3 make sure you have signed your name of Page 1 and at the foot of Page 3 before sending the form to the National Secretary.

The National Secretary will acknowledge receipt of your application and will answer any queries you may have. The Grading procedure can take from one to three months, applications going from the National Secretary to the appropriate Branch, then back to the National Secretary and on to the Grading Committee and finally back to the National Secretary for notification of election to be sent to you. The process may only take a few weeks but any query as to the appropriate grade will cause delay. In the meantime, your name will be added to National and Branch mailing lists and you will be entitled to full membership privileges pending election.
