

AEECoW APPLICATION GUIDANCE

INTRODUCTION

This guidance sets out the process and requirements that you are expected to follow when submitting your membership application to AEECoW.

The flowchart provided on the last page gives an overview of the Professional Application Process.

PART 1: PERSONAL DETAILS

Please provide all details requested on the sheet, being as accurate as possible.

Please ensure that the name you use matches the name on any supporting documents (e.g. please do not use nick names if your academic qualifications are given in your full name).

PART 2: EDUCATION

Please complete this section as accurately as possible, so that the details provided match any copies of your qualification certificates you provide with your application. Please ensure that you state the type of qualification obtained (e.g. HND, BSc, BA, MSc, MA, etc).

If providing this information within a separate C.V., please indicate this clearly on the form and ensure that your C.V. contains all of the required information.

PART 3: EMPLOYMENT AND TRAINING HISTORY

Please ensure that the description of your main duties highlights your roles and responsibilities within each post you have held as accurately as possible, to provide us with an understanding of your overall career experiences.

When providing details of your ECoW experience, please clearly highlight the length of ECoW experience you have within your career to date, and demonstrate how your experience meets the requirement of the membership grade you are applying for. You need to identify any other training, memberships and experience that may be relevant.

Please provide example projects and a description of your involvement in providing ECoW services, including key decisions made, actions taken and responsibilities. It is useful to highlight over what period of time you provided ECoW services for each project, and what type of services were provided.

PART 4: PERSONAL STATEMENT (NO MORE THAN 100 WORDS)

This section is to demonstrate your understanding of the ECoW role and to explain why you wish to become a member of AEECoW. The use of bullet points is acceptable.

Please be concise with your responses and be wary of using words like 'ensure' when describing the role, as ECoWs on site are only able offer advice and direction, and cannot take full responsibility for 'ensuring' that no incidents take place on a site.

PART 5: DECLARATION AND REFEREE DETAILS

A signed hard copy of your completed application is required and this must contain your referees' signatures. We will not begin processing applications until receipt of the hard copy. Please include copies of qualification certificates with your application.

Your referees' should have an overview of the work and experience relevant to your application. Please encourage referees' to provide a very brief description of how they know you in relation to your relevant experience (e.g. 'Line manager/project manager, leading the team/project responsible for the delivery of ECoW services. **Note:** Referees must explicitly confirm the applicant's experience, if not the application will not be considered.')

PART 6: PAYMENT AND CHECKLIST

Applicants must submit the following documentation:

1. Application form - completed and signed by you and your referees
2. CV (if supplied)
3. Copies of qualifications
4. Copies of Professional membership/s or qualification/s (if supplied)
5. Payment

Association of Environmental and Ecological Clerks of Works

Routes to Membership

