



Please write clearly using BLOCK CAPITALS and BLACK INK

Membership/Membership Upgrade Application

Surname	Forename(s)	
Mr/Mrs/Ms/Other	Date of birth	
Home address	Company name	
	Company address	
Country	Country	
Postcode	Postcode	
Telephone	Telephone	Extn.
Mobile	Facsimile	
Email	Email	

Current job title	Date joined organisation
Number of years experience in logistics and/or transport	Date appointed to current position

Current grade: Affiliate Member (MILT)
Chartered Member (CMILT) Chartered Fellow (FCILT)

Requested grade: Affiliate Member (MILT)
Chartered Member (CMILT) Chartered Fellow (FCILT)

If you are unsure which grade to apply for seek advice from your local CILT section.

Which branch are you a member of? _____
When did you last pay your annual subscription (year)? _____
Which branch do you wish to belong to? _____

Very important: With this application for membership please send a full curriculum vitae, copies of education qualification certificates and a continuing professional development statement giving full details as requested in the guidance notes on the reverse side of this sheet.

Correspondence to be sent to (please tick appropriately) Home address Work address

Details of referees

Three Institute members should recommend an application for Chartered Fellowship, **two** members if applying for Chartered Member and **one** if applying for Membership. I have read the particulars of this form which to best of my knowledge and belief are true and recommend the candidate to the Council for election as a Member, Chartered Member or Chartered Fellow of The Chartered Institute of Logistics and Transport

Name of referee	Appointment held	Membership no.	Membership grade	Signature

Application approved by Branch Chairman or Secretary

Signed _____ Date _____

Declaration

I certify that the statements on this form are correct. I promise that in the event of my election to Chartered status I will observe the Code of Professional Conduct, will be governed by the Charter and Bye-laws of the Institute and will promote the objects of the Institute as far as shall be in my power. If at any time I desire to withdraw from the Institute, I will in accordance with Bye-law No. 21, after payments of all subscriptions or other sums due from me including any subscription for the current year, send my resignation in writing to the Secretary General and return therewith any certificates of membership held by me. A copy of the bye-laws may be obtained from your local branch.

An assessment fee is required to enable the membership grade to be confirmed by the CILT Assessment Panel. For details of the fee and method of remittance, please contact your local section. Before signing please read the notes on the reverse of this form.

Signature _____ Date _____



In support of your application you need to submit:

Your Curriculum Vitae and Continuing Development Plan – guidance notes

What needs to be included with your application

1. Your current position – Please describe your job

- Your current job position and your responsibilities in your organisation.
- Your current financial responsibilities, if applicable.
- The number of employees in your organisation and the number who report in to you.
- The key objectives of the position that you currently hold.
- Your responsibilities for decision making and planning of resource allocation, and financial decisions, including turnover and budget etc. in relation to logistics and transport.
- To whom do you report? Your reporting lines (if you wish attach a simple organisation chart showing your position in your organisation – include the number of employees).

2. Your career history

- Give brief details of previous companies, job titles, dates of employment, responsibilities and any other relevant information, including any notable achievements you consider should support your application.

3. Your education and training

- Describe University degree and subject(s) taken (if any).
- Full details of other Professional qualifications (including name of the institution or awarding body), dates, and include copies of relevant qualification certificates.
- Other courses and CPD (Continuing Professional Development) you may have taken.
- Enclose copies of relevant certificates.

4. Your Continuing Professional Development Plan

- (i) As part of the process of applying for Membership, Chartered Membership and Fellowship, applicants must include a 2 year CPD plan with their application.

Members of the Chartered Institute of Logistics and Transport are required to remain current with developments in logistics and transport.

- (ii) Suggestions for your CPD plan you may wish to consider including:

- Reading appropriate logistics and transport news items, journals and publications including the CILT website www.ciltinternational.org and commit to using the web for logistics and transport news, and references.
- Supporting local CILT Council or Section through attendance at relevant meetings and the AGM.
- Where possible attending conferences, seminars and workshops on logistics and transport including, but not exclusively, those arranged by CILT – say once a year as a minimum.
- Providing information to your peers on current practices in logistics and transport.
- Doing a further qualification in logistics and transport.
- Mentoring younger members.

Please see this CPD plan as an opportunity to think about your own plans and not as a burden.

We suggest you keep a diary for self-assessment of your CPD achievements.