

Application for Membership

Name:			
Address (must be cardholders address):			
		Postcode:	
Country:		Date of birth:	dd / mm / yyyy
Email:			
Tel:			
Employer:			
Job Title:			

How did you hear about us?	
If a member referred you, please state their name and/or membership number:	

Please indicate which Membership Grade you are applying for, and via which route where applicable:

<input type="checkbox"/>	<p>Fellow In exceptional circumstances, very experienced and qualified candidates may apply for direct entry as Fellow <i>Please enclose a copy of your CV and a statement supporting your application for fellow membership</i></p>
<input type="checkbox"/>	<p>Full Member - Route 1 Employed 5 years or more in a role involving Administration Management <i>Please enclose a copy of your Curriculum Vitae</i></p>
<input type="checkbox"/>	<p>Full Member - Route 2 Holder of the IAM Advanced Diploma in Administrative Management OR the BA (Hons) in Strategic Administrative Management <i>Please enclose a copy of your qualification certificate</i></p>
<input type="checkbox"/>	<p>Associate Member - Route 1 Employed 2 years or more in a role involving Administration Management <i>Please enclose a copy of your Curriculum Vitae</i></p>
<input type="checkbox"/>	<p>Associate Member - Route 2 Holder of the IAM Diploma in Administrative Management <i>Please enclose a copy of your qualification certificate</i></p>



If you are applying on the basis of previous work experience, please supply below details of a senior executive at your current workplace to whom we may apply for a reference. If you are self-employed, give details of your accountant or other professional who can provide a business reference.

Name:			
Address:			
		Postcode:	
Country:		Telephone:	
Email:			

I am enclosing payment for £75.00 Individual 12 month subscription

I am enclosing payment for Discounted Individual 12 month subscription
(First-time subscribers only. Please enter your promotional code below)

Promotional Code

Cheque made payable to: The Institute of Administrative Management

Debit or Credit Card:

Card Type Circle as appropriate	Maestro Visa	VISA Debit Mastercard	
Card Number			
Expiry Date		Security Number Last 3 Nos on reverse	
Issue Number Debit only		Start Date Debit only	
Signature			Date dd / mm / yyyy

Employer Invoice:

Organisation:	
Contact:	
Address:	

Post to: IAM, 6 Graphite Square, Vauxhall Walk, London, SE11 5EE
Fax to: +44(0)20 7091 2619
Email to: info@instam.org

Your order represents an offer to us to purchase a product and/or service which is accepted by us when we have dispatched the product and/or service to you. You have the right to cancel your order within seven working days of delivery (starting the day after you receive the goods or the day after the contract for the

supply of services is concluded) and return them for a full refund. For full terms and conditions please see www.instam.org

In order for us to monitor our membership demographics, please supply us with the following information:

Which industry do you work in?

Primary sector: Agriculture etc		Health and social work	
Secondary sector: manufacturing		Leisure including hotels & travel	
Construction and Engineering		Public sector/government	
Education		Real estate or housing	
Electricity, gas and water supply		Retail	
Financial services		Other	

Which of the following ranges does your annual salary fall into?

Unemployed/retired		£30,001-£35,000	
Under £10,000		£35,001-£40,000	
£10,001-£15,000		£40,001-£45,000	
£15,001-£20,000		Over £45,000	
£20,001-£25,000		Prefer not to say	
£25,001-£30,000			

Which is the highest level of qualification you have obtained?

Level 1 e.g. NVQ Level 1		Level 5 e.g. IAM Advanced Diploma; Second year of Degree	
Level 2 e.g. IAM Award; GCSEs grades A-C, NVQ Level 2		Level 6 e.g. BA Hons Degree	
Level 3 e.g. IAM Certificate; A levels, NVQ Level 3		Level 7 e.g. Masters Degree	
Level 4 e.g. IAM Diploma; First year of Degree, NVQ Level 4		Level 8 e.g. Doctorate	

What is your ethnicity?

White British/European		Black/Caribbean/African	
Mixed race		Chinese	
Asian/Indian/Bangladeshi/Pakistan		Other	

How many administration staff do you line manage?

1		4	
2		5	
3		More than 6	





**Instruction to your Bank or Building Society
to pay by Direct Debit**



Please complete the whole form using a ball point pen and send it to:

IAM
6 Graphite Square
Vauxhall Walk
London
SE11 5EE

Originator Identification

9	2	6	1	3	2
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Please enter IAM Membership No.:

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Name(s) of Account Holder(s):

Bank/Building Society Account Number:

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Branch Sort Code:

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

To: The Manager	
Bank/Building Society	
Address:	
	Postcode:

Instruction to your Bank or Building Society

Please pay The Institute of Administrative Management Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with The Institute of Administrative Management and, if so, details will be passed electronically to my Bank/ Building Society.

4 quarterly payments of £18.75 to be taken

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

Signature(s):	Date:
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This guarantee should be detached and retained by the payer.

The Direct Debit Guarantee

- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change The Institute of Administrative Management will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by The Institute of Administrative Management or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.