



## Membership Application for the Institute of Refrigeration

Please complete this application form as fully as possible and enclose a CV with a complete career history covering all roles you have held since you began working, including those not in the RACHP sector. There should be no gaps in your career history. Where you have held different roles within one company this should be detailed with dates provided, to give the Committee an indication of how long you have held the responsibilities related to each job. Your application will be assessed by IOR members who form the IOR Membership Committee according to the grade criteria shown in the guidance on the final pages of this form. Please refer to this guidance before you start completing your form.

**Your full employment history** – Please include a description of the principal activities of the organisations you have worked for including its size in terms of number of employees and type of work undertaken. Do not leave gaps in your career history, provide an explanation of any roles outside of the RACHP sector.

**Responsibilities of each of your jobs held** - The specific responsibilities of your position should be detailed and you should be able to show including examples of type of work undertaken different responsibilities within different roles held within the same employment.

**If you have worked in a number of roles in the same company please detail the different responsibilities and give an estimate of dates the positions were held.** You should include all relevant previous experience not just your most recent post. This information will help the Committee to allocate an appropriate grade. If you do not provide sufficient detailed information you will be offered Affiliate membership pending receipt of more detail.

**References** – All applications must include the name of a reference who is familiar with your work, whom the IOR will contact and ask to confirm how long they have known you, that the details of your application form are correct (a copy of which will be sent to them) and your suitability for the membership grade of the Institute applied for. A second reference name is optional. Ideally your reference should be someone who is a member of the Institute. They should not be members of your family. Alternatively someone who is familiar with your work eg a supervisor or long term client may be named. If you cannot provide a suitable name we will arrange for a telephone interview to be conducted with one of our Membership Committee to discuss your application form.

### Supporting information

Please enclose or send by email to the IOR copies of relevant Certificates and a CV. If your qualifications were obtained overseas please state UK equivalent qualification level.

**Membership Fees** - The membership fee for your first year will include a one-off joining fee of £49 to cover the costs of processing your application. No fees will be drawn until you have been advised of your grade of membership and fee. Fees become due for renewal in April.

Please return your completed form by post to  
FREEPOST I O R

Or scan and email to [membership@ior.org.uk](mailto:membership@ior.org.uk)

Grade of Membership Applied for (see Guidance at end for grading eligibility):

Affiliate     Associate Member     Member     Student     Technician     Young Person Under 30

|              |                                   |               |                      |
|--------------|-----------------------------------|---------------|----------------------|
| Surname      | <input type="text"/>              | Forenames     | <input type="text"/> |
| Home Address | <input type="text"/>              | Title         | <input type="text"/> |
| Post code    | <input type="text"/>              | Date of Birth | <input type="text"/> |
| Work Address | Company<br><input type="text"/>   | Email         | <input type="text"/> |
|              | Address<br><input type="text"/>   | Tel no        | <input type="text"/> |
|              | Post Code<br><input type="text"/> | Mobile no     | <input type="text"/> |

Would you like correspondence sent to  home or  work address? (please tick)

Please include details of a Referee who has direct knowledge of your position and responsibilities at work. If possible a second Referee should also be included. Ideally one or both of these should be members of the Institute. They should **not** be family members. Students' applications may be proposed by a college tutor or Head of Department. The Institute will make contact with the Referee named below to ask for a brief reference. See Note 1.

**1st Reference**

**2nd Reference (optional)**

|  |
|--|
| Name<br><input type="text"/>                                   |
| Email Address<br><input type="text"/>                          |
| Are you a member of the Institute?<br><input type="checkbox"/> |
| Years known<br><input type="text"/>                            |
| Signature<br><input type="text"/>                              |

|  |
|--|
| Name<br><input type="text"/>                                   |
| Email Address<br><input type="text"/>                          |
| Are you a member of the Institute?<br><input type="checkbox"/> |
| Years known<br><input type="text"/>                            |
| Signature<br><input type="text"/>                              |

I hereby apply to join the Institute of Refrigeration for membership and understand that the grade of membership will be decided by the Council. In the event of my election I agree to conform to the By-laws of the Institute and to pay the annual subscription. I certify that the statements made by me on this form are true.

Signature

Date

**PLEASE PROVIDE DETAILS OF ALL JOBS HELD AND RESPONSIBILITIES OF THOSE POSTS**

Your Name

**1. Current employer, size of business and principal activity of business including number of staff employed**

Your Job title and length of employment (please include a breakdown of different jobs held in this company including approx dates)

Precise levels of responsibility and number of staff supervised if relevant. Where this job included refrigeration, air conditioning and heat pump (RACHP) responsibilities please provide details eg type or size of contracts, complexity of installations, etc.

**2. Previous employer, size of business and principal activity of business including number of staff employed**

Job Titles and dates of employment

Precise levels of responsibility number of staff supervised. Including RACHP and other responsibilities if not a RACHP role.

**EXPERIENCE CONTINUED 2**

Your Name

**3. Previous employer, size of business and principal activity of business including number of staff employed**

Your Job title and length of employment (please include any previous job titles whilst with this company including approx dates)

Precise levels of responsibility in areas *related to refrigeration* and number of staff supervised.

**4. Previous employer, size of business and principal activity of business including number of staff employed**

Job Titles and dates of employment

Precise levels of responsibility in areas *related to refrigeration* and number of staff supervised.

**If you have additional job experiences to add please continue on a separate sheet – a full career history is required, including explanations for gaps in your employment.**

**PROFESSIONAL EXPERIENCE REVIEW**

Your Name

This is an essential section of your application that will determine what grade of Membership you will be allocated, please fill it in with as much detail as possible, comparing it to the IOR Membership Grade Criteria for responsibilities. You can attach as a separate document if preferred.

Please provide a selection of practical examples of the responsibilities carried out in your current and previous roles within the past 10 years. For example this could include management of staff (specify how many), involvement in important decision making, management of customer accounts or responsibility for the management of a projects/installation work/commissioning. If you started work less than 10 years ago include information available to date.

Please provide a selection of practical examples of how you have applied technical knowledge in your current and recent roles. This might include a particular system design, understanding of products/systems/technologies/services, problem solving on existing refrigeration plant, commissioning of a new installation, application or solution for new installations, research & development. You should provide at least three examples but you can provide more.

Your Name

How do you ensure you keep up to date with technical developments affecting your work? Please provide examples of any involvement you may have with supporting Institute of Refrigeration and other industry related bodies and initiatives. For example this might include presenting/attending/volunteering at conferences/events, involvement on committees, giving technical talks, attending industry related CPD events or other development activities.

**Training and Qualifications**

| Qualification obtained<br>(see Note 4) | Main subjects studied | Name of Institute making the award | Dates attended/ awarded |
|--|-----------------------|------------------------------------|-------------------------|
|  |                       |                                    |                         |
|  |                       |                                    |                         |

**Membership of other organisations (eg Engineering Council)**

| Name of Organisation | Grade of Membership | Dates attended/ awarded |
|----------------------|---------------------|-------------------------|
|                      |                     |                         |

**Additional information or evidence to be taken into account not covered elsewhere.**

**Where did you hear about the Institute?**

- Recommendation     
  Internet     
  Publications     
  Attended IOR event

**What has prompted you to join now?** .....

**Checklist for completed forms** Have you included?

- Credit card authorisation or cheque for membership fees.
- Signed Gift Aid declaration
- Copies of relevant technical qualifications held or evidence of age if applying for Young Persons under 30 discount
- Full details of your career history for at least 10 years (even if not RACHP related)
- A chart showing the organisation hierarchy and your position if relevant

# Membership Grading Eligibility 2018

These notes are for guidance only and give an indication of the information which should be included in the application form. Candidates must apply for a particular grade of membership. Candidates are elected to a grade which the Council feels is appropriate in the light of the candidate's technical, academic and practical achievements. Each application is considered individually by the Membership Committee when being allocated to a grade.

| Work responsibility  | Experience  | Qualifications   | Letters | Fee* |
|--|---|--|---------|------|
| <b>Technician Member Grade</b>   |   |  |         |      |
| For service engineers demonstrating suitable experience and qualification will gain benefits of both IOR and Service Engineers Section bulletin mailings. May be eligible for EngTech with Engineering Council   | at least three years in refrigeration or air conditioning technician level role is required | Cat I F Gas Certificate (C&G2079 or CSKILLS J11)   | TMInstR | £57  |
| <b>Associate Member Grade</b>  |   |  |         |      |
| <p>Typical job titles – Technician/Engineer in Service, Installation, Sales, Design, Applications, Project. In addition to your normal job duties, you will have achieved the minimum recommended number of years of responsibility and are recognised as a source of support and advice for example in some but not all of the areas below:</p> <ul style="list-style-type: none"> <li>• Commissioning/Troubleshooting/Fault Diagnosis</li> <li>• Use of advanced technologies, systems, equipment, refrigerants, components, applications, design.</li> <li>• Advising, Training and/or mentoring, Consultancy</li> <li>• Supervision of others or of project teams, work allocation, administrative, In-house technician, etc.</li> <li>• Design Engineering – component and system design</li> <li>• Project Engineering – Project supervision, inventory and personnel control.</li> <li>• Customer, sales and/or technical service support/help desk.</li> <li>• Sales roles - equipment selection and customer quotation, Site representation and meetings</li> </ul> | previously an IOR Student Member and no work experience                                     | degree or post graduate qualification in a relevant subject area eg building services, environmental engineering | AMInstR | £85  |
|  | more than 3 years of some responsibility  | ONC, OND, CGLI257, S/NVQ level 3 or equivalent   |         |      |
|  | more than 5 years of some responsibility  | City & Guilds Craft Cert at S/NVQ level 2 or equivalent  |         |      |
|  | more than 7 years of some responsibility  | None   |         |      |
| <b>Member Grade</b>  |   |  |         |      |
| <p>Typical Job Title Manager, Supervisor, Director, Head of Department in Service, Installation, Sales, Design, Applications, Project, etc. You will have achieved the minimum recommended number of years of responsibility in a position which involves supervision, management and leadership in a service, technical, sales or support environment within the RACHP industry, for example:</p> <ul style="list-style-type: none"> <li>• Service Team, department, section management/supervision.</li> <li>• Sales regional or department management</li> <li>• Lead/Senior Design/Production/Project Engineer</li> <li>• Customer, sales or service support management</li> <li>• Lead Consultant/Partner, Trainer/Lecturer/Administrator.</li> <li>• General Management, Board Level appointment, Director or MD</li> </ul>  | more than 3 years of important responsibility   | Degree   | MInstR  | £95  |
|  | more than 5 years of important responsibility   | HNC, HND, CGLI257, S/NVQ level 3 or equivalent   |         |      |
|  | 10 years or more responsibility at least 5yrs of which is important level.                  | S/NVQ level 2 or equivalent  |         |      |
|  | 10 years or more of important responsibility  | No qualifications  |         |      |

cont.

| <b>Work responsibilities</b>  | <b>Qualifications</b> | <b>Letters</b> | <b>Fee*</b> |
|---|-----------------------|----------------|-------------|
| <b>Affiliate member</b>   |                       |                |             |
| active involvement or interest in refrigeration or allied field and insufficient experience to be eligible for another grade<br>No designatory letters or voting rights   | None required         | none           | £85         |
| <b>Student or Young Person membership</b>   |                       |                |             |
| Suitable for anyone new to the industry e.g. trainees, apprentices, students and graduates (of all ages) in relevant subjects.<br><br>Must be either: <ul style="list-style-type: none"> <li>• registered at a recognised educational institution as confirmed by a tutor (Full time or part time). Normally available for a maximum of 3 years. May be extended for up to 12 months after completion of studies.</li> <li>• or be less than 30 years of age</li> </ul> Will be subject to automatic review after 3 years and would normally then progress to AM / TMIInstR<br>No voting rights | None required         | none           | £30         |

| <b>Fellow</b>  |  |        |      |
|--|--|--------|------|
| Only available to existing IOR Members as an advancement of their current grade – applicants should normally have been a Member of the Institute for 10 years<br>Must be able to demonstrate a high level of knowledge, experience in technical, managerial, commercial or education responsibility<br>Should have made a significant contribution to the advancement of refrigeration or objectives of the Institute outside normal commercial activities eg via Branches, Professional Bodies, membership of Committees. |  | FInstR | £105 |

\*Note - a one-off application fee to cover administration costs of £49 charged in the first year for all grades except Student and Technician.

Correct as at January 2019

For queries related to membership please contact the Membership Secretary at [membership@ior.org.uk](mailto:membership@ior.org.uk) or telephone 0208 647 7033.