



APPLICATION FORM

Role of the ICFM

The Institute of Car Fleet Management has been created to “further the education, recognise the achievements and advance the profession of Car Fleet Management”.

The Institute of Car Fleet Management was formed to answer a need within road transport fleet car and light van administration which had previously not received the attention it justified. Management of a car fleet has become highly complex because of the capital intensive, technical, financial, legal and political nature of the business.

Aims

- To provide a high quality formal education and training syllabus specifically aimed at Car Fleet Managers, aspirant Car Fleet Managers, Administrators and Fleet Service Support Providers leading to accredited, vocational qualifications recognised and accepted by the industry as the requisite for the profession
- To foster and promote the profession of Car Fleet Management within Industry and commerce
- To advance the profession through research into all aspects of Car Fleet Management and communicate the findings to its members
- To develop the use of best practice relative to the environment and safety
- To encourage members to communicate their knowledge through the writing of articles, papers and text books and create a centre of reference for the benefit of members

Membership of the Institute at various levels is achieved through a combination of practical experience, training, and academic ability. There are four levels of membership:

AFFILIATE (SICFM)
ASSOCIATE MEMBER (AICFM)
MEMBER (MICFM)
FELLOW (FICFM)

Benefits of Membership

The Institute of Car Fleet Management aims to prepare all levels of membership with a wide range of knowledge and skills in key competence elements reflecting best practice for the profession.. This will be achieved primarily through the provision of relevant education and training programmes, specialist guidelines, forums and an Annual Conference.

Membership of the Institute will provide a benchmark for employment within the car fleet management sector of the motor industry. Externally accredited Institute qualifications will provide the basis for recognition of competence by Government bodies, other awarding bodies and employers.

How to join

Complete this Membership Application form and return it with your CV, and the membership application fee of £20 to:

The Institute of Car Fleet Management
Administration Centre
PO Box 314
Chichester
PO20 9WZ
Tel: 01462 744914
Fax: 01243 607591

You will be advised in writing of the grade of membership being offered, at which time you will be invoiced for membership in accordance with the prevailing fee structure (available from ICFM website: www.icfm.com)

PLEASE NOTE: All memberships are awarded on a selective basis depending on achievements to date, relevant experience and qualifications.

PLEASE PRINT YOUR DETAILS IN CAPITAL LETTERS (BLACK)

1 Personal Information

MR/MRS/MISS/MS	SURNAME	FORENAMES
HOME ADDRESS		
	POSTCODE	HOME TEL NO
HOME E-MAIL ADDRESS		

2 Current Employment

NAME OF ORGANISATION	CURRENT JOB TITLE
DATE EMPLOYMENT COMMENCED	
ADDRESS	
	POSTCODE
TELEPHONE - BUSINESS: MOBILE:	BUSINESS E-MAIL

PLEASE NOTE: If any of the above details change please inform the Institute Administration Manager

3. Previous Employment

DATES		POSITION	NAME & ADDRESS OF EMPLOYER
FROM	TO		

4. Relevant Qualifications

(i.e. vocational and/or professional qualifications)

DATE GAINED	QUALIFICATION (INCLUDE LEVEL/GRADE)	AWARDING BODY

5. Current Responsibility

Length of time in current position

YRS

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Fleet Size.

Cars:

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Vans or HGV's:

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GIVE A BRIEF DESCRIPTION OF THE PURPOSE OF YOUR CURRENT ROLE

6 Fleet Management/Administration/Support Provider Experience

List the fleet related tasks of which you have experience (attach a brief CV, if relevant)

Note: If new to the profession then please list what you expect to be your key responsibilities.

1.

2.

3.

4.

5.

7 Sponsorship/Nomination Source

Are you self or corporate sponsored? Please tick (a) Self (b) Corporate

IF (b) NAME AND TITLE OF SPONSORING MANAGER

BUSINESS ADDRESS

BUSINESS TEL NO

BUSINESS E-MAIL ADDRESS

SIGNATURE OF SPONSOR

8 How did you hear about the Institute?

Please place a tick in the appropriate box

CURRENT MEMBER EMPLOYER PHONE/E-MAIL CONTACT ICFM WEBSITE
 EDUCATIONAL INSTITUTION MEDIA PUBLICATION (please state) _____
 OTHER SOURCE (please name) _____

9 Code of Conduct

Under the authority granted to it under Article (25) of the Institute's Articles of Association, the Code of Conduct for members of the Institute, as set out below, was adopted at a meeting of the Council held on 14th December 1992.

Under it members shall:

- Conduct themselves in their employment with the integrity and skill expected of a professional person.
- Ensure that work undertaken by themselves and their staff is performed in an efficient and honest manner.
- Be strictly professional in their approach to the public, staff, business colleagues, and all those with whom they have contact.
- Be aware of and implement modern techniques and legal practices to their employment
- Not mis-use their office or authority for personal gain
- Comply with the laws of the country in which they are employed relating to the operation of the organisation with which they are connected
- In addition to the Institute's Code of Conduct, be aware of and act according to, codes of professional practice relevant to their business
- Respect the confidentiality of any information given by employers, staff, suppliers and customers
- Encourage others within the profession to adopt levels of competency and practices laid down by the Institute

10 Declaration by applicant

I declare that the statements herein are correct to the best of my knowledge and belief and that if admitted to membership, I agree to abide by the Code of Conduct and Rules and Regulations of the Institute of Car Fleet Management as they now exist and as they may hereinafter be altered.

Signature _____ Date _____

IMPORTANT NOTES

PLEASE:

- Ensure that the application membership fee of £20 accompanies this application
- Attach/Enclose your CV if appropriate
- Return your completed form to the Institute
- Allow 28 days for application processing

FOR OFFICE USE ONLY

Application Type	Initial	Upgrade
Sponsor	Sole	Corp
Recommended Grade		
Application Approved	Yes	No
Election Date		
Fees Received	Yes	No
Authorised by		



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