Associate

Graduate Application for IES Associate Membership

THIS APPLICATION FORM IS ONLY FOR USE BY GRADUATES WHO COMPLETED AN IES ACCREDITED UNDERGRADUATE OR POSTGRADUATE COURSE WITHIN THE LAST THREE YEARS.

Family Name

Forename(s)

Title (delete as necessary):

Date of birth	**Home Address**
Mobile Telephone	
Home Telephone	
Office Telephone	
Personal Email	
Work Email	**Employer & Office Address**

My preferred email is: **Personal**   **Work**

Job Title

Referee: Name, position and email address of one referee must be given. They don't need to be an Institution member but should be able to give information your standing and experience.

Summary of career (in chronological order) – **AND** send a current CV

From (MM/YY)	To (MM/YY)	Organisation & Job Title

Qualifications - Photocopies of the awarded certificates should be enclosed

Date	Degree / Qualification	University / College

> **In order to administer your membership and deliver you our services, it is essential for us to process your personal data and store it in electronic format. We have outlined how this information may be used and why in our [Privacy Statement](). You can unsubscribe from most of our communications in the [Members' Area]() or by contacting us directly. It is our policy to retain your details for up to three years once your membership has expired, but you are welcome to request its removal at any time.**
>
> I confirm that I have read the Privacy Statement and am happy for the IES to process my personal data in order to maintain my IES membership

I certify that the information given on this form is accurate and I apply for membership of the Institution of Environmental Sciences. I agree to be bound by the Rules, Regulations, Code of Conduct and Constitution of the IES as amended from time to time (see **www.the-ies.org/members_documents**), and to maintain with the IES a registered email address.

Signature | | **Date** |

If sending application by email, an electronic signature is sufficient.

Applicant check list:

The Application Form should be forwarded to:

Institution of Environmental Sciences
1st Floor
6-8 Great Eastern Street
London
EC2A 3NT

or scan and email to info@the-ies.org

Ticked data protection box

Enclosed current CV

Paid £56.50 Membership Fee

Completed Diversity & Inclusion Monitoring (below)

Completed "Why did you choose the IES?" (below)

Included copy of degree certificate from IES accredited course (if you haven't got this yet include your transcript instead)

Application forms must include a payment of £56.50 to cover Associate Membership for the first-year. You can call us on +44 (0)20 3862 7484 to pay by credit/debit card, make a bank transfer to 65225655 08-92-99 (international bank details available on request)

Your membership confirmation will normally be sent out within **6 weeks** of completing your application.

Diversity Monitoring Form

The IES is committed to eliminating discrimination and increasing participation in the environmental science sector. Under the UK Equality Act 2010, the IES has a duty of care to its members, employees and the public to advocate equal opportunity for all, regardless of age, ethnicity, gender or any disabilities, ensuring everybody receives fair and equitable treatment. To do this, we need to determine how diverse the sector is, identify barriers to inclusion, and evaluate how effective our diversity policies are.

This form will be separated from your IES application prior to assessment

How does the IES define diversity and inclusion?

The IES defines diversity as all the visible and invisible differences between people's identity and background, whether it be age, gender, ethnicity, disability, religion, sexual orientation, socioeconomic status, or otherwise. We describe inclusion as the environment in which diversity is valued.

What is monitoring?

To put it simply, monitoring is a two stage process, data collection and data analysis. The first step is for us to gather information about our members, service users and workforce, including staff, recruits and committees. The second step requires us to analyse this information by benchmarking, tracking performance and updating our activities, giving the data collection meaning. Overall, it enables us to better understand the audiences we serve and respond to issues that may affect them.

This monitoring exercise will ask questions regarding ethnicity, disability, and gender. You are not obligated to answer every question, although participation is encouraged.

Why monitor?

An effective way to determine whether our equal opportunity and diversity policies may be working is through monitoring as it can provide a quantitative measure of change.

Without measuring how effective our policies are, even the best of intentions may remain just that, intentions unmet. Monitoring provides organisations insight into key areas of strength and vulnerability, and to analyse how policies, practices and procedures may affect different people. It allows us to detect potential inequalities and underlying triggers to underrepresentation, which may help target appropriate resources to combat these issues.

Over time, we can compile trend data and see whether any actions we have taken to combat inequality have had any measurable impact. These trends can also be used to inform future planning and policymaking.

How is the information processed?

Most of the data collected within this survey is considered to be sensitive in nature. We ensure that this information will always be handled with great care, respect and privacy. The answers you provide are only available to personnel who require access to it and will never, under any circumstances, be passed on to a third party in a way which enables you to be identified, including the assessment of your IES application. We may report on the answers you provide as a depersonalised and aggregated dataset, ensuring our sample size is sufficiently large. You can edit these responses later in the Members' Area. If you do not initiate your membership within three months of acceptance, all responses will be removed from our records.

You can read more about how we process personal data, including sensitive personal data, in our Privacy Statement.

Participation

We respect that some people would prefer not to complete diversity forms, potentially through fear that the information will be misused, or that questions are highly personal or irrelevant. We wish to assure you that you are not obligated to answer any of these questions if you do not want to. Participation is entirely voluntary and, whether you choose to respond or not, you will not be subject to discrimination. If you can, we encourage you to respond to this survey as the quality of monitoring can only be as good as the quality of the data.

Gender

The IES would like to monitor the gender of its members to assess whether there is underrepresentation across the sector and, if so, augment practices accordingly. We recognise that gender is a spectrum and have tried to list sufficient options to reflect this. However, if your gender has not been listed here, please use the S*elf-describe* option to specify. You are welcome to skip this question by selecting *Prefer not to say*.

Please select the option that best describes your gender:

☐ Female   ☐ Male   ☐ Non-binary   ☐ Trans*   ☐ Self-describe: ....   ☐ Prefer not to say

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Ethnicity

We wish to monitor the ethnicity of our members as it will enable us to evaluate potential discrepancies within our activities and refocus resources to better serve underrepresented groups of people.

We acknowledge that the collection of ethnicity data can be challenging due to the subjective and multi-faceted nature of what an 'ethnic group' is. We have chosen to categorise ethnicity in line with the 2011 Census (UK) which encourages people to self-identify their ethnicity. If your ethnicity is not listed here, please specify in the appropriate space. You are welcome to skip this question by selecting *Prefer not to say*.

How would you describe your ethnicity?

Asian/Asian British:
☐ British   ☐ Bangladeshi   ☐ Chinese   ☐ Indian   ☐ Pakistani   ☐ Other Asian Background: ....

Black/African/Caribbean/Black British:
☐ British   ☐ African   ☐ Caribbean   ☐ Other Black Background: ....

Mixed/Multiple Ethnic Groups:
☐ White & Asian   ☐ White & Black African   ☐ White & Black Caribbean   ☐ Other Mixed Heritage: ....

White:
☐ British   ☐ Irish   ☐ Gypsy or Irish Traveller   ☐ Other White Background: ....

Other Ethnic Group:
☐ Arab   ☐ Other Ethnic Background: ....

Prefer not to say:
☐ Prefer not to say

Disability

The IES monitors the disability of its members to ensure that disabled people are not disproportionally excluded from participating in environmental science. This can inform us of whether it is necessary to target resources to combat discrimination. Under the UK Equality Act 2010, you are disabled if you have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do 'normal daily activities', where:
- 'substantial' is more than minor or trivial
- 'long-term' means 12 months or longer
- 'normal daily activities' include everyday tasks such as eating, washing, walking, or shopping

Disabilities may include, but are not limited to, one or a combination of the following: hearing impairment; learning disability; long-standing illness or health condition; mental health condition, physical or mobility impairment; or visual impairment. You will not be required to specify the nature of your disability/disabilities in this form, however, if wish to discuss this with the IES Office, please email info@the-ies.org or call +44 (0)20 3862 7484. You are welcome to skip this question by selecting *Prefer not to say*.

Do you consider yourself to have a disability or long-term health condition?

☐ Yes   ☐ No   ☐ Prefer not to say

Why did you choose the IES?

The IES is keen to explore the motivations of its members in order to ensure we continue to provide highly valued membership services and adapt our services where necessary to meet the needs of those working in the sector.

<u>This form will be separated from your IES application prior to assessment</u>

These fields are entirely optional; any data provided will be handled separately from your application and treated anonymously. These data will be used to help us understand the attractiveness of the benefits and services we offer, and allow us to prioritise business developments. These data also help us understand our strengths and weaknesses around our reach, influence and recognition, and will be used in selecting appropriate marketing channels for future membership recruitment drives and marketing campaigns.

How did you hear about us?

☐ IES website   ☐ Twitter   ☐ LinkedIn   ☐ Facebook

☐ Search engine   ☐ University/Academic Institute   Professor/student peer

☐ Society for the Environment   Science Council   ☐ Other:……………………

What motivated you to join the IES?
(Please choose up to three)

☐ CPD opportunities   ☐ Recommended by an employer/professor

☐ Recognition of professional status   ☐ Chartership/REnvTech opportunities

☐ Access to the environmental SCIENTIST   ☐ Regional and national events

☐ Opportunities to contribute to our policy and guidance work   ☐ Use of post-nominals

☐ Affiliation with a leading professional body   ☐ Access to IES Communities
(e.g. Land Condition, Marine Science etc.)

☐ Other:..