

IAM Membership Form

Please complete the form (in BLOCK capitals) and return to the IAM.

Section One

Title: **Forename:**

Surname: **Date of birth:**
DD/MM/YY

Address:

Postcode: **Country:**

Telephone: **Mobile:**

Email: **Employer name:**

Have you previously been an IAM member?

Yes No

If yes please complete section 2. If no move to section

Are you a member of another professional body?

Yes No

Please specify: _____

Which of the following best describes your current job role:-

PA / Executive Assistant Secretary
Administrator Manager
CEO/Director Self-employed
Retired Other

Please specify: _____

Which sector do you currently work within:

Please specify: _____

Section 2 (For previous IAM members – new applicants can skip to Section 3)

Please choose your previous member grade from the options below:-

Technician Associate Member Fellow Companion

Please provide us with your previous IAM membership number

(This will help us find your previous records)

For approximately how many years have you previously held membership of the Institute?

Please provide details if you were previously awarded Honorary or Companion membership?

Section 3

Printed Membership Certificate

If you require a printed certificate please tick the box below. Please note there is a £15 (inc. VAT) charge to receive a printed copy.

Printed Certificate

Preferred Payment Type

Credit or debit card Cheque BACS

There is a Direct Debit option but this is only available when completing the online form:

<http://www.instam.org/membership/become-a-member>

If paying by credit card please note a 2.5% fee will be added.

If paying by cheque, please ensure it is made payable to 'Industry Qualifications'

if you would like to pay via BACS please call the Finance team who will provide you with a reference number.

Membership level required – For more information on the requirements, please see the member grades form here:

<http://www.instam.org/membership/become-a-member>

Tick here	Level
<input type="checkbox"/>	Affiliate
<input type="checkbox"/>	Associate (AInstAM)
<input type="checkbox"/>	Member (MInstAM)
<input type="checkbox"/>	Fellow (FInstAM) -

Tick here	When submitting your application form to the IAM, please ensure that you include supporting evidence (to ensure you meet the requirements of the grade for which you are applying). One of these must be a CV.
	CV
	Qualification Certificate
	Other (please specify):-

Terms and Conditions and Confirming your Membership

By applying for membership at the Institute of Administrative Management you are signing up to abide by the terms and conditions of membership and the professional code of conduct (available on the website). The IAM reserves the right to amend these at any time and without prior notice. Any updates will be published at www.instam.org

I hereby confirm that I accept the terms and conditions of the Institute of Administrative Management

Applicant signature

I agree to abide by the membership terms and conditions and the professional code of conduct. I hereby apply for membership with the IAM.

Signature:

Date:
(DD/MM/YYYY)

D	D	/	M	M	/	Y	Y	Y	Y
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Please return your application form and supporting evidence to:-

IAM Membership, Coppice House, Halesfield 7, Telford, TF7 4NA

Email info@instam.org