

AFFILIATE MEMBERSHIP APPLICATION FORM

APPLICATION GUIDELINES

The requirements for Affiliate membership are set out in our *Membership Entry & Advancement Policy* available from the AIQS website www.aiqs.com.au. Applicants should read and understand the requirements of the Affiliate membership prior to submitting application.

Applicants should provide true and correct information at the time of the application. If false claims are made or misleading information have been provided or found at a later stage, the applicant or member may be in breach of the Code of Conduct and disciplinary actions may be taken or the application nullified.

APPLICATION PROCESS

Affiliate grade is open to applicants who have graduated from a minimum Bachelor's degree equivalent to AQF Level 7 or higher, but is not currently working in Quantity Surveying or Construction Cost Management. They may be working within an allied profession.

CONTINUED PROFESSIONAL DEVELOPMENT

On admission to Affiliate grade membership, members are to undertake to fulfil such Continuing Professional Development requirements that the Institute shall require.

APPLICATION PRE-REQUISITES

All applicants to membership are required to have completed the **AIQS Code of Conduct** topic from the AIQS Academy prior to submitting their application. Once completed, this is a non-refundable online course.

APPLICATION FEE

The Application Fee is payable on application and is non-refundable. The Application Fee is payable in Australian dollars. Payment can be made either via Bank draft (made payable to the Australian Institute of Quantity Surveyors) or Credit Card details are required. The Application Fee is:

- Australian applicants **AUD 187.00 (GST included)**
- Overseas applicants **AUD 170.00 (GST exempt)**

SUBMITTING APPLICATION

Please send the completed application form with payment and all required supporting documents (electronic copy accepted in PDF format only) to:

BY EMAIL: membership@aiqs.com.au

Applications for membership may take a number of months to be processed. All applications received by the AIQS will be acknowledged with an email within one week of receipt.

CHECK LIST

Please **ONLY** submit the requested documents. Please submit all requested documents as described below. Please keep applications to less than 25 pages. Electronic applications should be submitted in PDF format.

Applications that exceed 25 pages and/or fail to provide any of the below listed documents may cause delays in the processing.

- Complete all sections of the Application Form, including credit card details for payment of the Application Fee
- Complete and sign the declaration confirming compliance with the Institute's Constitution, Bylaws, Rules for maintaining the Certified Quantity Surveyor designation, and Code of Conduct
- Submit a detailed CV
- *Certified copy of Bachelor's Degree or Masters qualification/s
- *Certified copy of all professional association memberships (if applicable)
- Completion of the AIQS Code of Conduct topic from the AIQS Academy
<https://www.aiqsacademy.com/AIQS/code-of-conduct>; OR

Please note that foreign language documents must be provided with a *certified English translation.

**Certified copy is a copy of an original document which is certified as a true copy by an authorised person. Authorised people include: Justices of the Peace (JPs) and legal practitioners. If your qualifications are not in English, you must provide certified copies of both the original language document and an English translation carried out by an authorised translator. Certification must appear on the front of the document (not the back page).*

PERSONAL DETAILS (all fields are compulsory - please print clearly)

Title: Mr Ms Mrs Other:

First Name as per passport: Middle Name/s.....

Surname as per passport:

Date of Birth (dd/mm/yyyy): Current Age(years):

Country of Birth:

PERSONAL CONTACT DETAILS (all fields are compulsory - please print clearly)

Residential Address: Is this your preferred mailing address? Yes No

Street Name & Number

Suburb: State: Postcode:

Country:

Home Phone: Mobile Phone:

Personal Email:

(please provide your **own** personal email address)

CURRENT EMPLOYMENT DETAILS

Company Address: Is this your preferred mailing address? Yes No

Company Name:

Street Name & Number:

Suburb: State: Postcode:

Country:

Work Phone: Mobile Phone:

Work Email:

Employment Sector:

ALTERNATE CONTACT PERSON (where required)

Title: Mr Ms Mrs Other:

First Name as per passport: Middle Name/s.....

Surname as per passport:

Date of Birth (dd/mm/yyyy):

Company Name:

Relationship to me (spouse/company administrator/etc):

Phone: Mobile Phone:

Email:

I provide full consent to the above-named individual or authorised representative (details above) to act on my behalf in all dealings with the AIQS. I understand and accept that this individual or authorised representative will have full access to all information (including personal information) that AIQS may hold on its database.

Signature: Date:/...../.....

BACKGROUND STATEMENT

In the last 10 years, have you been charged with any criminal or civil offence which is not yet before a court, or yet to be fully determined by a court or still pending before a court, in Australia or overseas?

Yes No

If yes, please provide details

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In the last 10 years, have you been convicted, found guilty or otherwise had any criminal offence proven against you (even if a conviction was not recorded - ie: due to a good behavior bond) in Australia or overseas?

Yes No

If yes, please provide details

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(A criminal offence is an offence for which you received a Court Attendance Notice and does not include minor traffic offences such as a parking or low range speeding ticket).

EMPLOYMENT HISTORY *(if more room required, please attach additional page in this format)*

DETAILS	CURRENT EMPLOYMENT	PREVIOUS EMPLOYMENT
Employer's Name:		
Type of Business:		
Position Title:		
Commencement Date:		
Conclusion Date:		
Direct Supervisor's Name:		
Supervisor's Position Title:		
Supervisor's Qualifications:		
Supervisor's Postnominals:		

TERTIARY EDUCATION QUALIFICATIONS - 1 *(please attach a certified copy of qualification)*

Name of Tertiary Institution:

Name of Degree Qualification:

Date of Graduation or Completion (dd/mm/yyyy):

Duration of course (years): Full Time Part Time

TERTIARY EDUCATION QUALIFICATIONS - 2 *(please attach a certified copy of qualification)*

Name of Tertiary Institution:

Name of Degree Qualification:

Date of Graduation or Completion (dd/mm/yyyy):

Duration of course (years): Full Time Part Time

PROFESSIONAL ASSOCIATION MEMBERSHIPS

Name of Association:

Membership Grade: Voting Non-Voting

Member Since (dd/mm/yyyy):

MEMBERSHIP 2 *(if applicable)*

Name of Association:

Membership Grade: Voting Non-Voting

Member Since (dd/mm/yyyy):

REGISTRATION WITH A GOVERNMENT AUTHORITY (Eg: TPB or VBA in Australia)

Name of Authority:

Registration Type: Registration Number

Registration From (dd/mm/yy) to (dd/mm/yy)

If your registration is required on an annual basis, please provide your most up-to-date details upon renewal of your registration.

APPLICANT DECLARATION

- I do solemnly declare that all the particulars furnished by me are true and correct and that I shall abide by the Constitution, By-Laws, Code of Conduct, Policies, Guidelines and Regulations of the Institute, as amended from time to time.
- I agree and consent to provide a criminal record check at any time when so requested by the AIQS.
- I understand that I am responsible for providing up-to-date and accurate contact details to the AIQS.
- I agree to receiving AIQS and related correspondence, information and marketing material.
- I agree that AIQS may disclose my full name, membership status, location and Chapter to any enquiring bodies and/or the general public.
- I certify that I comply with all pre-requisites of this particular application.
- I undertake to pay the appropriate associated fees promptly within 14 days.

Signature: Date (dd/mm/yyyy):

PAYMENT DETAILS

I have made payment by bank transfer or provided my credit card details below for the amount of:

AUD 187.00 Australian applicant membership Application Fee (GST included)

AUD 170.00 Overseas applicant membership Application Fee (GST exempt)

MASTERCARD **VISACARD** **AMEX**

Card Number: Expiry Date (mm/yy):.....CVC:.....

Name of Cardholder (please print):

Signature of Cardholder: