

## CMYA JUDGE APPLICATION FORM

APPLICANT NAME:

APPLICANT DECLARATION:

I hereby apply for the role of CMYA Judge. As a Chartered Member of the CIOB I can confirm my undertaking to comply with the Rules and Regulations of Professional Competence and Conduct.

I declare that the statements on this form and in the accompanying documentation are true.

Signature:

Date:

Please save the pdf form and then either return completed application form together with any supporting documents to:

**CMYA, Chartered Institute of Building, 1 Arlington Square, Downshire Way, Bracknell, Berkshire RG12 1WA**

Or email the completed form together with any scanned supporting documentation to: **CMYAjudges@ciob.org.uk**

### IMPORTANT

1. All applicants for the CMYA Judge roles must be current Chartered Members of the CIOB.
2. This form must be completed within the maximum words stated for each section.
3. If you have any difficulties with the form, please email [CMYAjudges@ciob.org.uk](mailto:CMYAjudges@ciob.org.uk).

If you are unhappy or wish to make a complaint about any aspect of this written application process, you should contact [CMYAjudges@ciob.org.uk](mailto:CMYAjudges@ciob.org.uk).

**Please note – complaints can only be made in relation to the process and not in relation to the final decision.**

# PERSONAL DETAILS

## DETAILS

Membership No.: ..... Chartered Membership Class: .....

Title: ..... Forename: .....

Surname: .....

Address: .....

City: .....

County: .....

Country: .....

Email: .....

Home Tel: .....  Preferred contact number

Mobile Tel: .....  Preferred contact number

Work Tel: .....  Preferred contact number

## APPLICANTS DECLARATION

### 1. Accurate Information

I declare that the documents that I have provided and the statements I have made on this form are true. I also agree to pay the appropriate annual subscription as requested by the Institute.

### 2. Criminal Convictions Statement

Please confirm that you have disclosed to the CIOB full details of the following where applicable.

Any charge or conviction of a criminal offence where the penalty could be imprisonment unless it is now a spent conviction as provided in the Rehabilitation of Offenders Act 1974 or the equivalent in your jurisdiction.

Whether you are an undischarged bankrupt or within the last three years have been subject to any insolvency proceedings or other arrangements with creditors in respect of your debts (such as an Insolvency Voluntary Arrangement).

If at any time the CIOB discovers that you have failed to disclose any of the above or that you have provided false information it will have the right to terminate your membership with immediate effect (with no further obligation to refund any subscriptions or fees).

### Data Protection

The CIOB processes member information in accordance with the Data Protection Act 1988.

The CIOB does not submit any member details to the third parties. By placing an 'x' in the box you are agreeing to receive information from the CIOB in relation to events, CPD and members' benefits (national and local).

### Confirmation of any disclosure:

If you wish to send this information confidentially then please write to:

Institute Secretary CIOB, 1 Arlington Square, Downshire Way, Bracknell, Berkshire, RG12 1WA

Signature of Applicant:

Date:

# SECTION A – EMPLOYMENT HISTORY

**STATE YOUR CAREER RESUME** (MAX 100 WORDS)

**STATE YOUR CURRENT EMPLOYER, JOB ROLE AND RESPONSIBILITIES** (MAX 100 WORDS)

**ANY RELEVANT MEMBERSHIPS, BOARD LEVEL POSITIONS OR QUALIFICATIONS HELD?** (MAX 150 WORDS)

# SECTION B – SPECIAL SKILLS

You as a whole must possess the knowledge listed below. The information gathered here will be used to inform the decision process. Please mark the level you consider your knowledge or experience of those to be (1=very good, 5=none). Please give an example of how these skills are used in your current role.

AREAS	1	2	3	4	5
<b>Public Relations/Communication/Marketing</b>					
Example:					
<b>Decision Making</b>					
Example:					
<b>Assessing Performance</b>					
Example:					
<b>Teamwork and Leadership</b>					
Example:					
<b>Integrity</b>					
Example:					
<b>Evidence of Capturing Innovation</b>					
Example:					
<b>Understanding the Construction Industry</b>					
Example:					
<b>Understanding Industry Regulations</b>					
Example:					

## SECTION C – MANAGING PERFORMANCE

### MANAGING PERFORMANCE (MAX 300 WORDS)

When have you taken responsibility for ensuring delivery of a project or change programme?

What performance measures did you use and how did you monitor, evaluate and deliver the objectives?

How did you use these performance measure to ensure effective delivery?

## SECTION D – PERSONAL STATEMENT

### STATE WHY YOU WISH TO BE A CMYA JUDGE (MAX 250 WORDS)

Do you wish your details to be retained for future vacancies?  
(Previous applications can be requested)

Yes  No

**Thank you for taking the time to complete the written application form.**