



Application for Membership

Please return this form to the AIOH Office, PO Box 1205, Tullamarine, Vic, 3043
Phone: (03) 9336 2290 Fax: (03) 9336 2242 Email: admin@aioh.org.au

Please complete in **BLOCK LETTERS**

Membership Grade Requested:

- Student
- Associate
- Provisional
- Full

Current Grade of Membership:

- None
- Associate
- Provisional

TITLE: _____ DATE OF BIRTH: _____

SURNAME: _____

GIVEN NAMES: _____

Please deliver correspondence to: Home Work

HOME ADDRESS: _____

POSTCODE: _____

HOME PHONE: _____

HOME FAX: _____

COMPANY: _____

POSITION: _____

WORK ADDRESS: _____

POSTCODE: _____

WORK PHONE: _____

WORK FAX: _____

EMAIL: _____

MOBILE: _____

ACADEMIC QUALIFICATIONS/STUDY (Student, Provisional and Full applications only)

FIRST DEGREE, DIPLOMA OR CERTIFICATE: _____

MAJORING IN: _____ YEAR AWARDED: _____

INSTITUTION: _____

STUDIES PERFORMED: _____

POSTGRADUATE QUALIFICATION: _____

INSTITUTION: _____ YEAR AWARDED: _____

STUDIES PERFORMED: _____

OCCUPATIONAL HYGIENE SHORT TRAINING COURSES, CONFERENCES, COMMITTEES, ETC:

(please indicate name, duration and date(s) attended): _____

EXPERIENCE IN OCCUPATIONAL HYGIENE (All applications)

PRESENT POSITION: _____

EMPLOYER: _____

YEARS IN POSITION: _____ FROM: _____ TO: _____

DUTIES: _____

PERCENTAGE OF TIME SPENT ON OCCUPATIONAL HYGIENE WORK: _____

PREVIOUS POSITION: _____

EMPLOYER: _____

YEARS IN POSITION: _____ FROM: _____ TO: _____

DUTIES: _____

PERCENTAGE OF TIME SPENT ON OCCUPATIONAL HYGIENE WORK: _____

NEXT PREVIOUS POSITION: _____

EMPLOYER: _____

YEARS IN POSITION: _____ FROM: _____ TO: _____

DUTIES: _____

PERCENTAGE OF TIME SPENT ON OCCUPATIONAL HYGIENE WORK: _____

REFEREES (Provisional and Full applications only)

1. NAME: _____ PHONE: _____

EMPLOYER: _____ POSITION: _____

2. NAME: _____ PHONE: _____

EMPLOYER: _____ POSITION: _____

MEMBERSHIP OF OTHER PROFESSIONAL ORGANISATIONS (All applications)

ORGANISATION: _____ GRADE: _____

ORGANISATION: _____ GRADE: _____

I hereby apply for membership of the Australian Institute of Occupational Hygienists and I certify that the information I have provided is accurate.

SIGNED: _____ DATE: _____

NOTES FOR APPLICANTS

Please complete all sections on the Application Form in block letters, ensuring that the following documents are enclosed with your application. Curriculum Vitae's will not be accepted for the purpose of providing application details. Incomplete applications will not be processed.

Applicants for Student status

1. Proof of current enrolment. Please note those working more than 50% in occupational hygiene are not eligible for Student status.

Applicants applying for Full or Provisional, upgrading from Associate to Provisional, or upgrading from Associate to Full

2. A photocopy of your academic record/s comprising a transcript of subjects studied and examination results. Overseas applicants are responsible for providing evidence that overseas qualifications are equivalent to the Australian qualifications required. Refer to the National Office of Overseas Skills Recognition (AEI-NOOSR) - <http://aei.gov.au/AEI/QualificationsRecognition/Information/EduAssessments.htm>

Full and Provisional Membership applicants only

3. References from two referees, **who shall testify to your professional competence, duties, responsibilities, work performance and length of experience**. Preferably one referee should be a member of the AIOH. Preferably one referee should not be your employer. References are to be forwarded to the AIOH WITH the Application for Membership, by the applicant.

4. One (1) report for a Provisional membership application and two (2) reports for a Full membership application are required.

The reports should demonstrate that you can approach a practical occupational hygiene problem using the occupational hygiene principles of recognition, evaluation and control that are appropriate to the level of membership for which you are applying: applicants for Full membership are expected to be able to demonstrate a high level of expertise in applying the occupational hygiene principles.

Reports are normally occupational hygiene survey or inspection reports and must be the work of the applicant. The reports can be published papers, thesis, lecture notes, company procedures and policies of a generic nature. Such documents, and joint reports, must be accompanied by a statement detailing the proportion and nature of the contribution of the applicant.

Generally, brief reports with little or no explanation or interpretation do not meet the requirements. Hazardous materials audit reports and asbestos survey reports, with no professional interpretation of results, are generally not acceptable, as it is very difficult to use such reports to assess professional knowledge and skills.

At least one (1) report should be less than one (1) year old. All reports submitted are treated in a confidential manner and are kept in a secure facility.

Note: Applicants should note that processing of applications can take some time, particularly for Full Membership applications. It may be 6 months from when an application is received at the AIOH office to when an offer is made.

The delay is due to the following procedure which is necessary to comply with the Institute's Rules of Incorporation:

- the application is received and is sent to a six member review committee;
- the decision of the committee is reviewed by Council.

For Full Membership, an interview is then arranged;

- the interview is conducted by two Full members of the AIOH and there are often delays in finding a time suitable to both interviewers and to the applicant;
- the interview panel decision is then reviewed by Council;
- an offer is then sent to the applicant.

ATTACHMENTS FOR MEMBERSHIP APPLICATIONS

Before you dispatch your application, please make sure everything is enclosed

Applications will be accepted in both hard copy format and electronically

Please Tick

All Applicants

Application form (if hard copy Student and Associate - 1 copy,
Provisional - 8 copies, Full - 10 copies)

Students only

1. Proof of current enrolment

***Applicants applying for Provisional or Full, upgrading from Associate to Provisional,
or upgrading from Associate to Full***

2. Academic records, a copy of transcripts noting subjects studied (if hard copy
Provisional - 8 copies, Full - 10 copies)

Provisional Membership Applicants

3. One report, survey or paper (if hard copy 8 copies)

4. Two references (if hard copy 8 copies)

Full Membership Applicants

5. Two reports, surveys or papers (if hard copy 10 copies)

6. Two references (if hard copy 10 copies)