



# FELLOW

Application for election to Fellow

Fellowship is the highest accolade that the ICB can bestow upon a member. It is only conferred on members who can demonstrate that they have achieved the highest standards in their career and are able to prove their professionalism, dedication to the principles of bookkeeping, and support for the ICB.

Name:

Membership number:

# FELLOW

**This application form for election to the grade of Fellow should be completed by a full Member, Certified Bookkeeper, who:**

1. Has been a full Member of good standing for a minimum period of two years immediately prior to the date of this application.
2. Has achieved, or has been granted exemption from, all ICB qualifications up to Level IV.
3. Has worked as a bookkeeper for a minimum of five years immediately prior to this application.
4. Can nominate referees in support of the application.
5. Has demonstrated a positive contribution to the ICB.
6. Undertakes to actively support and promote the values and objectives of the ICB.
7. Is a valuable member of society as a whole.

If the information contained in your application meets the criteria for election to Fellow, the ICB will take up the references. The application form, together with the references, will be forwarded to the Board of Fellows. At this stage you will be invited to attend for interview. The interview panel will comprise Directors of the ICB and members of the Board of Fellows. The interview will normally take place at the ICB offices in London and you will be asked to talk about yourself, your career, what Fellowship means to you, your view of the ICB and how you feel you can work with the ICB in the future.

## **Notes to assist you in the completion of the form.**

1. **Reasons for becoming a Fellow:** Explain why you feel you would be an ideal candidate for fellowship. How you have developed your bookkeeping career, how the ICB membership has helped you, what you have contributed to the ICB and what you feel you can do in the future.
2. **Professional Career:** Provide an overview of your career, including non-bookkeeping work if applicable; explain why you became a bookkeeper, detail where you worked and the dates. Mention any memorable achievements including non-bookkeeping ones.
3. **Professional Referees:** Provide details of two professionals, preferably Chartered Accountants, to whom the ICB can write to support your application. Please ensure you inform the referee that you are putting their name forward and that they are happy for you to do so. It is most useful for the ICB if the referee feels able to write freely about you and your bookkeeping abilities.
4. **Personal Referee:** Provide details of someone who has known you for a minimum of five years. They will be asked to write about you on a personal level: discussing what you may have done in the local community such as charity or voluntary work but generally explaining why they feel you are an ideal candidate for fellowship.
5. **Declarations:** Read all of the declarations and tick the appropriate boxes. Should you need to answer yes to any of the questions please provide full information on a separate sheet of paper. Please read the ICB's policy on Bankruptcy and Convictions and ensure you include all necessary information to assist the ICB in its decision.
6. **Payment:** Provide payment by either cheque or credit/debit card. Please note that the £100.00 application fee is non-refundable. Should the ICB reach the decision not to proceed with your application before the interview stage you will be refunded £50.00 of the application fee.

## 1. Your reasons for seeking election as an ICB Fellow

Please provide below details of why you wish to be elected to the grade of Fellow, and why you feel that you merit the upgrade. Include examples of how you may have contributed to the ICB in the past, for example; organising a regional event, mentoring other members, participating in the Forum etc. Describe ways in which you feel that you can contribute to the future success of the ICB. (*Please continue on a separate sheet as necessary*)

A large white rectangular area containing horizontal dashed lines for writing.



### 3. Professional Referees

Please provide the names and addresses of two suitably qualified people to whom the ICB can write to obtain professional references. These persons must have known you for at least the last two years, know of your current work, and should be able to verify your bookkeeping ability. Ideally these will be Chartered Accountants.

Name:	Job Title:
Qualification:	
Relationship to you:	
Business Address:	
Email:	Telephone No:
Name:	Job Title:
Qualification:	
Relationship to you:	
Business Address:	
Email:	Telephone No:

### 4. Personal Referee

Please provide the name and address of one person to whom the ICB can write to obtain a personal reference. Wherever possible this should not be a family member. The nominated person should have known you personally for a minimum of five years and be willing to confirm that you have always conducted yourself in a legal, decent, honest and truthful manner.

Name:	
Address:	
Relationship to you:	
Length of relationship (years):	
Email:	Telephone No:

# FELLOW

## 5. Declarations

1. Have you ever been declared bankrupt or been subject to a bankruptcy court order in the United Kingdom or elsewhere, or has a bankruptcy petition ever been served on you?  Yes  No
2. Have you ever been the subject of a bankruptcy restriction order?  Yes  No
3. Has any business or practice you have been involved with been subject to any insolvency process?  Yes  No
4. Have you at any time pleaded guilty to or been found guilty of any offence? (excluding road traffic offences and convictions which are spent within the meaning of the Rehabilitation of Offenders Act 1974).  Yes  No
5. Have you ever been disqualified by a court from being a director, or from acting in the management or conduct of the affairs of any company?  Yes  No
6. Have you ever been the subject of disciplinary procedures by a regulatory or professional body or employer resulting in a finding against you?  Yes  No
7. Have you ever been the subject of a court order at the instigation of any regulatory body, or any officially appointed enquiry concerned with the regulation of a financial, professional or other business activity?  Yes  No
8. Are you currently undergoing any investigation or criminal or disciplinary proceedings or have you been notified of any potential proceedings or investigation, which might lead to those proceedings?  Yes  No

If you answer "yes" to any of the above questions please provide further information as detailed in the ICB Bankruptcy and Convictions Policy.

### I wish to apply for the grade of Fellow

I confirm that the details supplied in this application are true. I agree to abide by the articles and rules and regulations of the ICB as they now exist or may at any future date be amended. In respect of the ICB, I undertake to contribute to the assets of the same in the event of its being wound up while I am a member or within one year after I cease to be a member, for (a) payment of its debts and liabilities contracted before I cease to be a member, (b) payment of the costs, charges and expenses of winding up, and (c) adjustment of the rights of the contributories among themselves but, in each case, limited to a maximum sum of £1 (one pound sterling) only.

Signed:

Date:

## 6. Payment

The £100 Application Fee for election to Fellow is non-refundable. In the event that you do not reach the interview stage, £50.00 of the application fee will be refunded. Please note that, for successful applicants, membership fees will be payable in addition to the Application Fee.

### 1. Please find enclosed my cheque for £100.00 made payable to 'ICB'

(please print membership number on the reverse)

*or*

### 2. Please debit my debit/credit card with £100.00

Visa Debit     Visa Credit     Mastercard Debit     Mastercard Credit     Maestro

Name on Card:

Card Number:

Valid From:

 / 

Expiry Date:

 / 

Issue Number:

Security Number:

*(last three digits on reverse of card, next to signature strip)*

Signed:

Date:

### Please ensure that you include the following with your application:

- Photographic proof of identity (unless already held by the ICB).
- Printed CV (if applicable).
- Copies of all relevant **non-ICB qualifications** and membership certificates (unless already held by the ICB).
- Application fee of £100.00 (non-refundable).



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