



STUDENT MEMBERSHIP

APPLICATION PACK

If you are seeking to become a certificated enforcement agent, student membership is available for a period up to twelve months. Membership may be granted if the applicant can provide evidence that training has or will be undertaken and if details are provided of the business in which the applicant will be working. Upon completion of their training and certification, student members can then apply for private membership.

The subscription cost for student membership is £60 per annum which will be billed upon approval of your application. The subscription fees are reviewed annually.



APPLICATION FOR STUDENT MEMBERSHIP OF CIVEA

Section 1

Applicant Information – Personal Information

Full name: _____

Any previous names used: _____

Home Address: _____

Email Address: _____

Home Telephone: _____ Mobile: _____

Years at this address: *(If less than 10 years, please complete section 2)* _____

Age: _____ Date of Birth: _____

Which details should the association use to contact you *(please tick)*

Home

Business

Are you:

Self-Employed YES NO

Employed YES NO

CIVEA, PO Box 745, Wakefield, West Yorkshire WF1 9RJ

tel: 0844 893 3922 email: admin@civea.co.uk web: www.civea.co.uk

The Civil Enforcement Association Ltd. A company limited by guarantee. Registered in England and Wales No. 7605050

Registered office: c/o DPC Chartered Accountants, Stone House, Stone Road Business Park, Stone Road ST4 6SR



Present business/employers name and address: _____

Telephone Number: _____

Email Address: _____

How long have you been with this employer _____ (if less than 10 years please complete section 3)

Please complete as appropriate:

1. Have you applied for CIVEA membership before?

YES

NO

If yes, please give date _____

2. Have you ever had a court judgment made against you?

YES

NO

If yes, please provide further details:



3. Have you ever been convicted of a criminal offence?

YES

NO

If yes, please give details, including the dates:

4. Give details of other professional bodies to which you belong or have applications pending:

Section 2

Previous Home Address

Previous home addresses within the last ten years. Please indicate the dates to and from (*continue on a separate sheet if necessary*)

Address:



Date to and from: _____

Address: _____

Date to and from: _____

Section 3
Previous Employment/Self Employment or Full Time Education

Previous give details of previous employment, self-employment and/or full-time education in the past 10 years (*continue on a separate sheet if necessary*)

Name and Address: _____

Position on leaving: _____

Date from: _____ Date to: _____



Name and Address: _____

Position on leaving: _____

Date from: _____ Date to: _____

Section 4
References

Give the names, addresses, email and telephone numbers of two professional references. One of these should be your current employer.

REFERENCE 1

Full Name: _____

Occupation: _____

Mobile telephone: _____ Email: _____

Address: _____

REFERENCE 2

Full Name: _____

Occupation: _____

Mobile telephone: _____ Email: _____

Address: _____



Section 6

Statement by person making the application

PLEASE READ THIS INFORMATION CAREFULLY. A COPY OF THE CIVEA RULES AND THE CODE OF PRACTICE CAN BE OBTAINED FROM CIVEA UPON REQUEST.

DECLARATION:

- I hereby apply to become a student member of the Civil Enforcement Association. I have read this application form and the answers given are, to the best of my knowledge, information and belief, true and accurate.
- If accepted as a student member of the association I undertake to abide by CIVEA's Rules and Code of Practice and any additional professional standards introduced by CIVEA, which apply at the time.
- I understand that failure to conform to those Rules, Code and standards, if I act illegally, or if it is believed that I have brought the civil enforcement profession into disrepute I may be subject to disciplinary proceedings under the Rules of the association.
- I understand that as a student member I am not entitled to use the CIVEA logo on any website or business correspondence nor imply that any business with which I am associated is a member of CIVEA.

Signed _____ Date _____

Completed applications should be sent to:

**CIVEA
P O Box 745
Wakefield
WF1 9RJ**

Enquiries can be made by email to admin@civea.co.uk