



The Irish Ergonomics Society

Guidelines for Completion of Membership Application Form

Please read the Application Form in conjunction with these guidance notes carefully. An incomplete application will not be considered and will be returned.

You are advised to ensure that you have all relevant supporting information included with your application: please refer to the checklist at the end of this document.

Section A: Membership Class

You are advised to refer to the description of the Membership Classes included at the end of the Application form and decide which category you are eligible for. You must meet the minimum requirements for that Class, as defined on the Application Form.

Section B: Personal Data

Please include as much information in this section as is possible at the time.

For those applicants who are not residing at a 'permanent' address at time of application, they should indicate or include such an address, or alternatively, inform the Society's Secretary as to any change of address.

Section C: Ergonomics Experience

Please include a full listing of same. Applicants may find it advisable to include separate documentation with additional detail or description of particular ergonomic experience.

Where a particular position involved a number of duties, you should indicate as to what approximate proportion of your job the ergonomics experience amounted to.

Section D: Academic Background

Once again, separate documentation may be required to outline the syllabus for a particular qualification which may have had ergonomics or cognate content. Additional, relevant courses taken or training received, etc. should also be included in this.

Section E: Publications

For those applicants to which this requirement applies or is relevant, a separate publications list may be required if the space provided is inadequate. Full details must be supplied.

Section F: Endorsements

Applicants are advised to read the introduction to this section carefully and to ensure their endorser does likewise. Endorsers must be full Members, and applicants for full Membership status must obtain

two endorsements. Associate applicants require one endorsement, and students require the endorsement of their course Director.

Checklist & Additional Information Required

1. Have you the necessary requirements for the Membership Class applied for?
2. Have you filled out the Application Form completely?
3. Have you given a permanent address?
4. Have you given an adequate description, including duration and proportion of time, of all relevant ergonomics experience? (This information will be particularly important in considering applicants who may not have a directly relevant qualification).
5. Have you given sufficient information regarding your qualifications and course content to support your application?
6. Have you given adequate information on any publications (where relevant)?
7. Have you appropriate endorsers, and the required number?
8. You must also enclose with your application:
 - (a) Copies of degrees, diplomas, certs, etc.
 - (b) The appropriate membership and application fee fee:

	Memberhisp year fee	Application fee (once off)
- Fellows;	€55.00	€20
- Members;	€50.00	€20
- Associates/Affiliates;	€25.00	€20
- Students;	€12.50	Zero
- Retired;	€12.50	Zero
9. The Society's Membership Committee sits and decides on applications four times per year.
10. Members will be issued with an Invoice each year and a change of details form. Annual fees must be submitted within two months of receipt of the Invoice. Late applicants after this period will be required to pay an additional 50% late registration fee. Where the annual fee has not been received within six months from the date of Invoice, the Membership will be deemed to have expired and re-registration will be required.
11. Completed Application Forms should be forwarded to the Society's Secretary:

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