

Guidance Notes section 2
Application Form (worked examples)

Please note that the final signature sections of the form have been omitted from these worked examples.

Example: Records Manager

Archives & Records Association

Application for Registered Membership via the Registration Scheme

Surname (Block Capitals)	SARAH																		
Forenames (Block Capitals)	JONES																		
Title (Mr/Mrs/Ms/Miss/Other)	MS																		
Address (as for membership)	2 The Crescent Manchester M23 8AP																		
Present Post (with name and address of employer)	Records Manager, The Holding Bank Record Office, Manchester, M2 1RS																		
In which occupational category are you applying?	<input checked="" type="checkbox"/> Archivist/Records Manager <input type="checkbox"/> Archive Conservator																		
Academic and Professional Qualifications (with dates, and name of body issuing qualifications)	BA (Hons) English and History, Birmingham University 2002-2005 MA in Archives & Records Management, University College London, 2006 - 2007																		
Relevant Career History	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Name of institution</th> <th style="text-align: left;">Post held</th> <th style="text-align: left;">Dates</th> <th style="text-align: left;">Hours (if part time)</th> </tr> </thead> <tbody> <tr> <td>Rutlandshire Record Office</td> <td>Asst Records Manager</td> <td>6/07-12/07</td> <td></td> </tr> <tr> <td>Leicester University Archives</td> <td>University Records Manager</td> <td>1/08-12/08</td> <td></td> </tr> <tr> <td>Holding Bank</td> <td>Records Manager</td> <td>1/09 - present</td> <td></td> </tr> </tbody> </table>			Name of institution	Post held	Dates	Hours (if part time)	Rutlandshire Record Office	Asst Records Manager	6/07-12/07		Leicester University Archives	University Records Manager	1/08-12/08		Holding Bank	Records Manager	1/09 - present	
Name of institution	Post held	Dates	Hours (if part time)																
Rutlandshire Record Office	Asst Records Manager	6/07-12/07																	
Leicester University Archives	University Records Manager	1/08-12/08																	
Holding Bank	Records Manager	1/09 - present																	

Date of Election to Membership of the Society			
			9/2006
Membership number			
			2222
Details of Credits offered			
(1) Formal training courses			
Give details of the date, title of course, course provider, and any formal qualification attained. (See sections 3.4 & 3.5 for details of the information which is required to support your application.)			
1.1	The Records Management Continuum	12 Nov 2007	Archives & Records Association, RMG 1 credit
1.2	Budgeting for University Managers	6 Jun 2008	University of Leicester 1 credit
1.3	Records Management in Business	2 Feb 2009	Business Archives Council 1 credit
1.4	Society of Archivist's Conference	7-10 Sept 2009	Archives & Records Association 1 credit
(2) Private study/research			
Give details of the date, duration and type of private study or research and of the qualification obtained if relevant. (See sections 3.4 & 3.5 for details of the information which is required to support your application.)			
2.1	Research for publication: Managing University Records	3-10/2008	1 credit
2.2	Research into Data Protection for presentation to the Archives & Records Association' Records Management Group.	12/1998-3/2009	1 credit
3) Work achievements			
Give details of the date, duration, type and outcome of the project. (See sections 3.4 & 3.5 for details of the information which is required to support your application.)			
3.1	Wrote an RM training brochure and reference guide for use by staff at Rutlandshire County Council.	10-11/2007	1 credit

3.2 Wrote and implemented new retention schedules for use in departments at Leicester University	3-6/2008	1 credit
3.3 Managed selection process for new RM software at the Holdings Bank.	2-8/2009	1 credit
3.4 Trained staff in the implementation of new Records Management software	7-11/2009	1 credit
(4) Contributions to the profession		
Give details of offices held, articles published etc, including dates. (See sections 3.4 &3.5 for details of the information which is required to support your application.)		
4.1 Co-Edited Records Management Group publication - 'Managing University Records'	3-10/2008	1 credit
4.2 Member of the Archives & Records Association Records Management Group - representing the group on the Data Protection working party.	5/2008 - present	1 credit

Example: Archivist

Archives & Records Association

Application for Registered Membership via the Registration Scheme

Surname (Block Capitals)	JOHN		
Forenames (Block Capitals)	SMITH		
Title (Mr/Mrs/Ms/Miss/Other)	MR		
Address (as for membership)	1 The Avenue Newcastle NC1 2DS		
Present Post (with name and address of employer)			
Assistant Archivist, Newcastle Local History Centre, Newcastle, NC1 2DS			
In which occupational category are you applying?			
Archivist/Records Manager ✓		Archive Conservator	
Academic and Professional Qualifications (with dates, and name of body issuing qualifications)			
BA (Hons) History and Business Studies, Sheffield University, 2001-2004 MA in Archives and Records Management, Liverpool University, 2005- 2006			
Relevant Career History			
Name of institution	Post held	Dates	Hours (if part time)
University of Newcastle	Project Archivist	9/2006 - 8/2007	
Newcastle Local History Centre, Newcastle	Asst. Archivist	8/2007 - present	
Date of Election to Membership of the Society			
9/2005			
Membership number			
1111			
Details of Credits offered			

the handling of documents in the searchroom.		
3.3 Creating (and ongoing maintenance) of manual for cataloguing using new software (CALM)	1/2008	1 credit
(4) Contributions to the profession		
Give details of offices held, articles published etc, including dates. (See sections 3.4 & 3.5 for details of the information which is required to support your application.)		
4.1 Secretary of the Northern region of the Archives & Records Association.	10/06 - present	1 credit
4.2 Article for the Journal of the Society of Archivists 1 credit 'Preservation and researchers - implementing good practice in the Search Room.'	11/07	

Example: Archive Conservator

Archives & Records Association

Application for Registered Membership via the Registration Scheme

Surname (Block Capitals)	BROWN		
Forenames (Block Capitals)	Jane		
Title (Mr/Mrs/Ms/Miss/Other)	Ms		
Address (as for membership)	1 The Studio National Museum Archives London EC1B 2QX		
Present Post (with name and address of employer)	Conservator, The Archives, London, EC1B 2QX		
In which occupational category are you applying?			
Archivist/Records Manager	Archive Conservator ✓		
Academic and Professional Qualifications (with dates, and name of body issuing qualifications)			
Diploma in fine bookbinding and restoration, Guildford College of Technology, 2000-2002			
S.O.A. Certificate in Archive Conservation, 2004-2007			
Relevant Career History			
Name of institution	Post held	Dates	Hours (if part time)
The Museum, Chester	Volunteer Conservator	2003-2004	
Chester Archives	Trainee Conservator	2004-2007	
National Museum Archives, London	Archive Conservator	2007-present	
Date of Election to Membership of the Society			
6/2003			

Membership number				3333			
Details of Credits offered							
(1) Formal training courses							
Give details of the date, title of course, course provider, and any formal qualification attained. (See sections 3.4 & 3.5 for details of the information which is required to support your application.)							
1.1 First Aid for Books		3/2/2008		Archives & Records Association		1 credit	
1.2 Conservation Training Conference		9/2009		Archives & Records Association		1 credit	
1.3 The preservation of photographs – an introductory course		10/1/2010		Centre for Photographic Conservation		1 credit	
(2) Private study/research							
Give details of the date, duration and type of private study or research and of the qualification obtained if relevant. (See sections 3.4& 3.5 for details of the information which is required to support your application.)							
2.1 Research for employer on the implications of adopting a new environmental monitoring system (radio telemetry), in the archive.				1-4/2010		1 credit	
2.2 Research for lecture at SoA CTC and article in SoA Newsletter, 'Tithe maps - review and development of repair methods'.				6-9/2009		1 credit	
(3) Work achievements							
Give details of the date, duration, type and outcome of the project. (See sections 3.4 & 3.5 of binder for details of the information which is required to support your application.)							
3.1 Creation and publication of guidelines on the handling and preservation of documents for use by staff and public.				10-12/2008		1 credit	
3.2 Survey and repair of all tithe maps and awards held in the archives. Work programme drawn up and implemented over a three year period.				10/2007 – 11/2010		1 credit	
3.3 Training of staff in document care, handling and				1-2/2009		1 credit	

<p>preservation packaging.</p> <p>3.4 Led series of evening talks and visits for local history groups on the work of the conservation service.</p> <p>3.5 Emergency plan produced and implemented for all service points within the archive service.</p>	<p>3-7/2010</p> <p>11/2008 - 5/2009</p>	<p>1 credit</p> <p>1 credit</p>
<p>(4) Contributions to the profession</p> <p>Give details of offices held, articles published etc, including dates. (See sections 3.4 & 3.5 for details of the information which is required to support your application.)</p>		
<p>4.1 Serving on Executive Committee of Preservation and Conservation Group</p> <p>4.2 Representing the Archives & Records Association on the Library Association's Conservation Panel.</p>	<p>6/2008 - present</p> <p>12/2009 - present</p>	<p>1 credit</p> <p>1 credit</p>