

**CHARTERED INSTITUTE OF PERSONNEL MANAGEMENT SRI LANKA (INC.)**  
**UPGRADING OF MEMBERSHIP**

**FOR OFFICE USE ONLY**

1. Name of the Applicant .....
2. Date Application received .....
3. Date of the Membership Interview .....

**4. Recommended for upgrading to the grade of:**

Member

Fellow

**5. Interview Panel:**

| Name      | Signature |
|-----------|-----------|
| I. ....   | .....     |
| II. ....  | .....     |
| III. .... | .....     |
| IV. ....  | .....     |
| V. ....   | .....     |

**6. Approved at the Council Meeting held on** .....

**7. Signature of the President/ Honorary Secretary**

.....

**8. Date**

.....

**9. Membership Number**

.....

**10. Date of Certificate Issued**

.....

### 1. PERSONAL DETAILS OF THE APPLICANT

- i. Title : Mr./ Ms./ Dr./ Prof/ .....
- ii. Full Name : .....
- iii. Last Name : .....
- iv. Name with initials : .....
- v. NIC Number : .....

vi. Address:

| a) Residential Address | b) Official Address |
|------------------------|---------------------|
|                        |                     |

vii. Contact Numbers:

| a) Residential | b) Mobile | c) Office |
|----------------|-----------|-----------|
|                |           |           |

viii. Email Address:

| a) Personal | b) Official |
|-------------|-------------|
|             |             |

### 2. CURRENT MEMBERSHIP

Current Membership Category : Chartered Member/ Associate Member

Date of Enrolment : .....

Year of Last Membership Subscription : .....

### 3. DETAILS OF CIPM QUALIFICATIONS:

| No. | Qualification   | Year of Completion | Student Number |
|-----|---|--------------------|----------------|
| 01  | Professional Qualification in Human Resource Management (PQHRM) |                    |                |
| 02  | National Diploma in Human Resource Management (NDHRM)           |                    |                |
| 03  | Certificate Course in Human Resource Management (CCHRM)         |                    |                |
| 04  |   |                    |                |

**4. DETAILS OF HRM DEGREES :**

| No. | Qualification                                    | University | Year of Completion |
|-----|--|------------|--------------------|
| 01  | Master of Science in Human Resources Management  |            |                    |
| 02  | Bachelor of Science in Human Resource Management |            |                    |
| 03  |  |            |                    |

**5. EMPLOYMENT RECORDS:****i. Details of the Current Employment**

Organization : .....

Designation : .....

Duration From : ..... To: .....

*Please attach the JD & Organizational Hierarchy highlighting your position, certified by the Head of your Department*

**ii. Details of previous Employments (HR Management Positions Only)**

| Organization | Designation | From – To (MM/YY) |
|--------------|-------------|-------------------|
|              |             |                   |
|              |             |                   |
|              |             |                   |
|              |             |                   |
|              |             |                   |

**6. TRAINING IN PERSONNEL MANAGEMENT OR SPECIALISED FUNCTION OF HR MANAGEMENT**

| No. | Training Program | Organization | Duration |
|-----|------------------|--------------|----------|
| 01  |                  |              |          |
| 02  |                  |              |          |

## 7. REFEREES:

Indicate names of a CORPORATE MEMBER of the institute (Chartered Fellow Member/Chartered Member) and a SENIOR MANAGER IN YOUR ORGANIZATION who could give information about your present work.

### i. Recommendation of the Chartered Fellow Member/Chartered Member

Name : .....

Membership Category & Number : .....

Signature : .....

### ii. Recommendation of a Senior Manager in your Organization

Name : .....

Designation/ Rubber stamp : .....

Signature : .....

## 8. MAKE SURE YOU HAVE ATTACHED ALL THE SUPPORTING DOCUMENTS USING THE CHECKLIST BELOW:

- |  |                          |
|--|--------------------------|
| i. Certified copy of the JD  | <input type="checkbox"/> |
| ii. Organizational Hierarchy highlighting the position   | <input type="checkbox"/> |
| iii. Copies of the Service Records & Service Certificates from previous employers                                    | <input type="checkbox"/> |
| iv. Recommendation letter from the Head of the division  | <input type="checkbox"/> |
| v. Continuous Professional Development record of last three years from the date of the current Membership (Annex: I) | <input type="checkbox"/> |

## 9. PLEDGE:

I, the undersigned hereby make application upgrading the Chartered Fellow/Chartered Membership of the Chartered Institute of Personnel Management Sri Lanka (Inc.). I understand that the grade to which I may be selected shall be deemed by the Council to be appropriate and if elected, I agree to abide by the By-Laws and the Code of Ethics of the Institute as long as I remain a member of the Institute. I confirm that the information regarding my experience and HR related activities given above are correct to the best of my knowledge.

.....

Date

.....

Signature

## Annexure I

### CONTINUING PROFESSIONAL DEVELOPMENT RECORD OF POINTS ACHIEVED

Name of the Member: ..... Membership Number .....

3 years of professional assessment from ..... to .....

| No. | YEAR | INITIATIVES/ EVENTS/ ACHIEVEMENTS | END RESULT | SUPPORTING DOCUMENTS ATTACHED | POINTS ACHIEVED |
|-----|------|-----------------------------------|------------|-------------------------------|-----------------|
| 1.  |      |                                   |            |                               |                 |
| 2.  |      |                                   |            |                               |                 |
| 3.  |      |                                   |            |                               |                 |
| 4.  |      |                                   |            |                               |                 |
| 5.  |      |                                   |            |                               |                 |
| 6.  |      |                                   |            |                               |                 |