

APPLICATION GUIDANCE NOTES

Please read these notes before completing the form.

- please refer to the enclosed criteria/fact sheet for grade requirements
- in order that the Institute can make a fair assessment, full details must be included on the form and all sections completed in Block Capitals
- allow up to 28 days for your application be processed
- remember to enclose your application fee and support information
- in support of your application photocopies should be attached (non-returnable) of relevant vocational and professional qualification certificates and any supplementary information that you may feel appropriate, e.g. current CV. Evidence from previous applications may no longer be held on record with the Institute
- the engineering qualifications are only available to existing members of the Institute of the Motor Industry. When awarded, the letters should be used after the member's name and prior the Institute qualification, i.e. Mr Colin Richardson CAE MIMI
- all information given on this form will be treated in confidence

CODE OF CONDUCT

Under the authority granted to it under Article 12 of the Institute's Articles of Association, the Code of Conduct for members of the Institute, as set out below, was adopted at a meeting of the Council of Management held on 25 February 2004. Under it

Members shall:

- Accept the Code of Conduct as a condition of membership of the Institute of the Motor Industry
- Uphold the standing of the profession and the Institute and conduct themselves in such a manner as not to bring the profession or the Institute into disrepute.
- At all times be strictly professional in their approach to the public, business colleagues and all those whom they meet in their day to day business activities.
- Maintain professional competence and skills in respect of all developments and legislation applicable to this profession.
- Perform their duties and observe their responsibilities to their employers, staff and the public with integrity, courtesy and consideration.
- Take all reasonable steps to ensure that work undertaken by staff under their control is performed with integrity, courtesy and consideration.
- Not incur personal gain through abuse of their professional position.
- Work within the framework of the law at all times, particularly relating to the operation of the organisation with which they are connected.
- Respect the confidentiality of any information given by customers, employers, staff and suppliers.
- Not directly, indirectly or unfairly injure the reputation of another member.
- Encourage staff under their control to raise their educational standards and skill through training and development (CPD).

EMPLOYMENT CODES

Please select **ONE** code only from each of the following categories that most closely matches your present employment

Job Type

J00 Chief Executive/Managing Director
J01 General Manager / Dealer Principal
J02 Proprietor / Owner / Partner
J03 Director
J04 Department Manager
J05 Accountant/Company Secretary
J06 Supervisor / Team Leader
J07 Sales Person
J08 Parts Person
J09 Engineer / Assessor / Estimator
J10 Field Representative
J11 Service Advisor / Receptionist
J12 Administrator
J13 Trainee / Apprentice / Student
J14 Trainer / Lecturer / Assessor
J16 Consultant/Specialist
J17 Business Development Manager
J18 Fleet Controller
J19 Master Technician
J20 Senior Technician
J21 Technician
J25 Other

Specialism

S00 General Management
S01 Vehicle Sales
S02 Financial Services
S03 After Sales
S04 Servicing / Repairs
S05 Body / Refinishing
S06 Parts / Accessories
S07 Recovery / Roadside Assistance
S08 Training / Education
S09 Insurance
S10 Warranty
S11 Fleet / Leasing
S12 Daily Rental
S13 Manufacturing / Design
S14 Administration/Clerical
S16 Human Resources/ People Development
S17 Business Development
S18 Motor Cycles
S25 Other

Business Type

B00 Franchised Dealer (state franchise)
B01 Independent Dealer
B02 Manufacturer / Importer
B03 Service / Repair Workshop
B04 Accident Repair / Bodyshop
B05 Parts Retailer
B06 Parts Wholesaler
B07 Recovery / Roadside Assistance Company
B08 College / Training Provider
B09 Insurance Company
B10 Engineer Assessors
B11 Warranty Company
B12 Fleet/Leasing/Rental Company
B13 Motoring Organisation
B14 Motor Industry Services
B16 Light Commercial
B17 Heavy Commercial
B18 Human Resources
B19 Enforcement / Government
B20 Body / Builders
B21 Garage Equipment Suppliers
B22 Logistics / Distributors
B23 Lubricants / Fuel
B24 Tyre Manufacturers
B25 Motor Cycles
B30 Other