**NOMINATOR’S DECLARATION**

To be used for all nominations for candidates applying to Fellowship

Nominations for Fellowship candidates must be received on this form. Only RTPI Chartered Members can act as nominators. Four nominators are required for an application to proceed to assessment.

The nominator must provide detail on the following areas:

* Explanation of the nature of the relationship with the applicant;
* Statement of how long the nominator has worked with / observed the work of the applicant;
* Confirmation that the evidence presented by the applicant is accurate;
* Provide evidence about the professional standing of the applicant.

'Professional standing' refers to issues such as:

* Personal contribution to planning/the profession
* Demonstration of professional attitude
* Demonstration of professional quality/breadth/rigour
* Personal qualities (flexibility, cooperation etc.)
* Management skill (personal, supervisory etc.)
* Relationships (with colleagues, clients, public etc.)

This should be a minimum of one side of A4.

**Instructions for nominators**

Please complete the form on page 2 and follow **either**:

**Option A** - Print the completed form onto a letterhead with a ‘wet ink’ or scanned signature on the form, **or**

**Option B** - Email the completed form to the candidate from a work email address with a ‘wet ink’, scanned, or typed signature on the form.

**Instructions for candidates**

For **Option A** above the candidate can submit the completed nomination form as a PDF / scanned document.

For **Option B** above the candidate must submit the nominator’s original email with the completed nomination form attached.

**CANDIDATE’S DETAILS**

|  |  |
| --- | --- |
| Name of candidate  |  |
| Candidate’s membership number |  |

**NOMINATOR’S DETAILS**

|  |  |
| --- | --- |
| Nominator’s name |  |
| Nominator’s membership number |  |
| Nominator’s email |  |
| Nominator’s phone number |  |

I confirm that I have read the relevant sections of the above named candidate’s application for Fellowship of the RTPI. I have provided the attached nomination as per the instructions on page 2 of this form.

|  |
| --- |
| Signature\*Date |

\* Please see instructions on page 1 for acceptable signatures types

***Please submit all pages of this form to ensure your application is processed.***

***PLEASE ADD NOMINATION INFORMATION AFTER THE DATA DECLATRATION***

DATA PROTECTION DECLARATION

|  |
| --- |
| The information you provide in this form will be held securely on the RTPI’s electronic records and will be processed in accordance with the General Data Protection Regulation and 2018 Data Protection Act. The RTPI and its assessors will neither disclose, nor permit members of its staff to disclose, any confidential and/or personal information you provide unless required to do so by law. Your information will be used to assess the candidate’s application. If you do not consent to us using your data in this way then the candidate’s membership application will not be processed and it will be returned to them.If we already hold a record of your details, the information provided in this form will be used to update your record.  |

|  |
| --- |
| **[ ]  I consent to my application being processed and my data being used as outlined above. *(please tick)*** |
| Signature: |
| Date: |