

Advice to Applicants for Transfer to Fellowship of the Faculty of Occupational Hygiene

Fellowship of the Faculty of Occupational Hygiene is the highest award that the Faculty can bestow on a practising professional hygienist. It is awarded only to applicants who have been in the Member or Specialist Member grade of the Faculty for at least 5 years and who can demonstrate seniority in the field of occupational hygiene and who also can demonstrate a distinct contribution to the advancement of the profession to the satisfaction of the Faculty Board.

Your application should consist of the following:

1. Your CV (Résumé or Career Synopsis)

- a) This should be in note form and indicate the chronology of events.
- b) This only needs to be in outline for the period before your entry to Member/Specialist Member grade of the Faculty (or previously BIOH or IOH).
- c) Ensure you include sufficient detail about your employment since entry to Member/Specialist Member grade to demonstrate your seniority in the field.
- d) Ensure you include sufficient detail about professional activities, outside your normal employment, since entry to Member/Specialist Member grade to demonstrate how you consider you have helped advance the profession.
- e) A supporting letter will also allow you to expand on and emphasise items shown in your CV that you consider demonstrate your seniority and distinct contributions to the profession.

2. Contact details of two referees who are Fellows of the Faculty:

- a) You may **not** nominate as referees any Fellows who are related to you, who are supervised by you or are members of Faculty Board.
- b) It is polite and wise to approach and obtain the agreement of any potential referees before submitting your application.
- c) At least one referee should know your recent work activities well enough so that they can comment on your seniority in the field of occupational hygiene.
- d) At least one referee should know about the professional activities you have undertaken outside your normal employment so that they can comment on your distinct contribution to the advancement of the profession.

Once your application has been received by Head Office (please address your application to Miss Louise Hall at BOHS) your nominated referees will be contacted and asked to supply references.

When both references have been received by Head Office, they will be passed to the Faculty Board and your application will be considered based on all the information supplied by you and your referees.