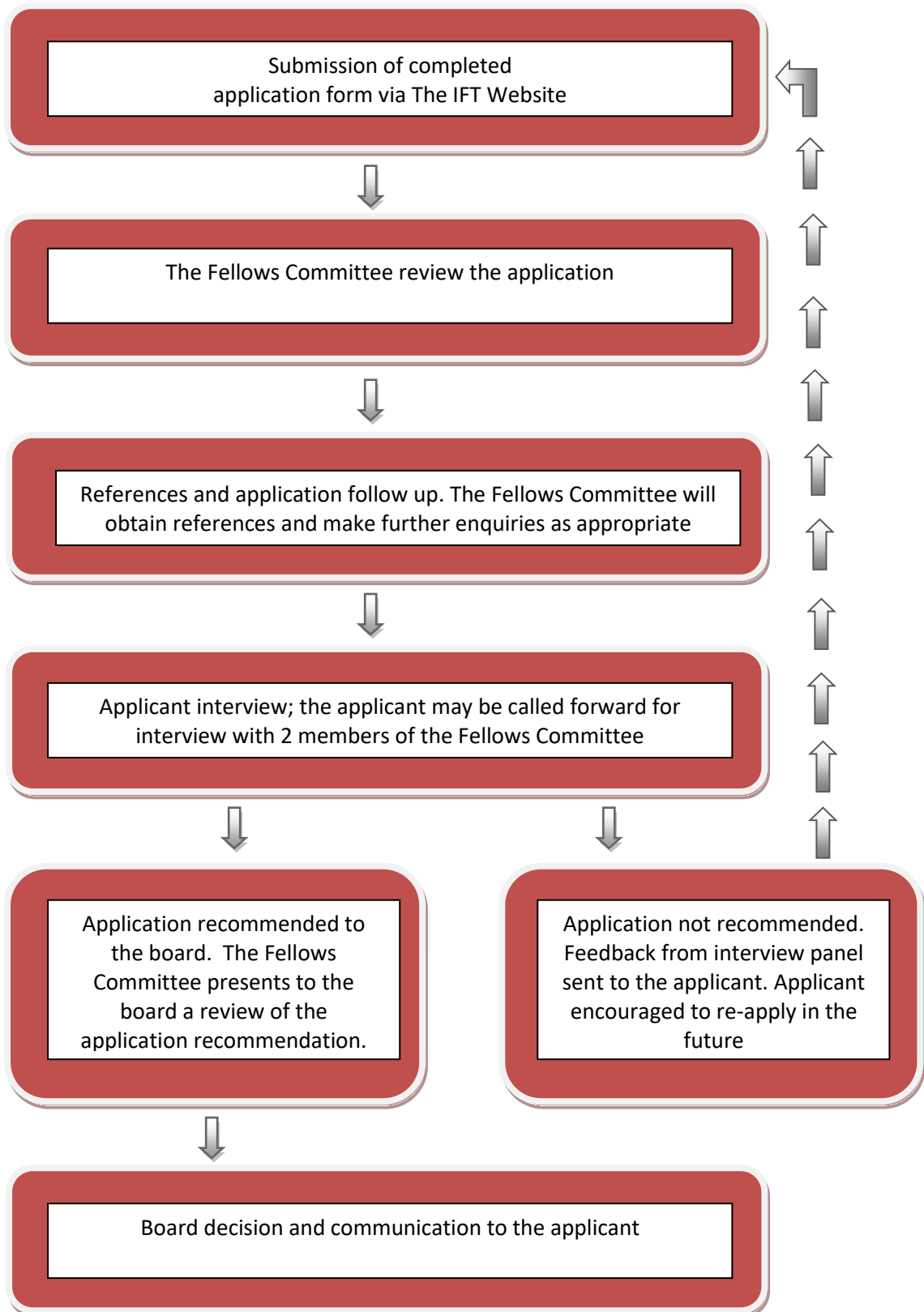


## Fellows Application Process - Guidance Notes for Applicants

The application process involves the following steps:



## Further Assistance

If you require any assistance or further information on the application process please contact Kate Norris, Operations Executive and Secretary to the Fellows Committee, at 307 Blackfriars Foundry, 154-156 Blackfriars Road, London SE1 8EN. If you have any questions then please email [KNorris@the-ift.com](mailto:KNorris@the-ift.com). Alternatively please ring the office on 020 3668 0421.

## Application For completion Guidance Notes:

<b>CV of Biography of your career history</b>	<p>This should be:</p> <ul style="list-style-type: none"> <li>-up to date</li> <li>-chronologically complete with no unexplained gaps</li> </ul>
<b>Case study template (2 required)</b>	<p>Complete the case study form for each case study you wish to present in support of your application covering a succinct summary of the assignment including:</p> <ul style="list-style-type: none"> <li>- relevant background on the business (for example size and type of business, national / international reach, complexity and type of stakeholders).</li> <li>- the key challenges the business faced</li> <li>- your role in leading the turnaround and key achievements</li> <li>- the challenges you faced in delivering the turnaround</li> <li>- any feedback you received on the assignment</li> </ul> <p>The case study template should be no more than 2 sides to provide enough background to enable the committee to develop a deeper understanding of the assignment during the interview.</p>
<b>Case study referees</b>	<ul style="list-style-type: none"> <li>-please select one referee for each case study</li> <li>- the referee should be someone with whom you worked closely in delivering the assignment and would typically be board level or equivalent</li> <li>-references will be sought following your interview</li> <li>-we recommend you seek referees approval before submission</li> </ul>

<b>Personal Statement / Developing the IFT and Turnaround Profession</b>	These are free format section that provides you with the opportunity to why you have chosen to apply to become a Fellow and demonstrate the broader contribution you are making to the development of IFT, its members and turnaround more widely. Please refer to the Fellows Code for further guidance.
<b>Supplemental Information</b>	This is optional

*September 2016*