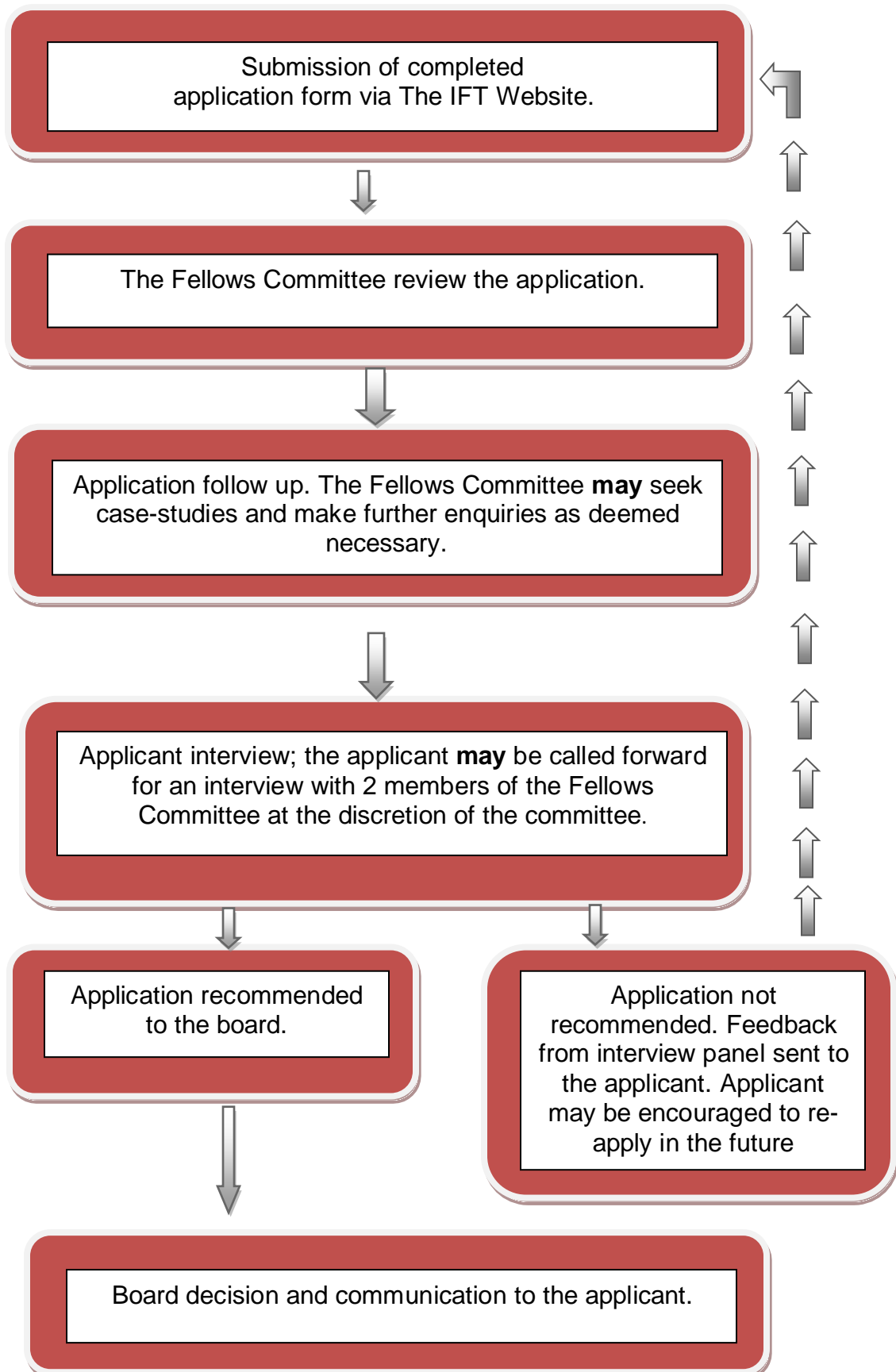


## Fellows Application Process - Guidance Notes for Applicants

The application process involves the following steps:



## Further Assistance

If you require any assistance or further information on the application process please contact [Riyah Davies](#) at Warnford Court, 29 Throgmorton St, London EC2N 2AT. Alternatively, please ring the office on **020 7947 9513**.

## Application For completion Guidance Notes:

<p><b>Personal Statement</b></p>	<p>This is a free format section. Please briefly describe:</p> <ul style="list-style-type: none"> <li>• Your motivation in applying</li> <li>• Your pre-eminence in the profession - the Committee have defined this as:             <ul style="list-style-type: none"> <li>○ Someone who is recognised as leading or foremost turnaround professional or practitioner by a wide group of his peers</li> <li>○ Someone who is committed to working as a turnaround professional and whose CV demonstrates that is the case</li> <li>○ Someone who can demonstrate leadership in successful turnaround assignments</li> <li>○ Someone who developed a network of work providers who individually recognise them as pre-eminent</li> <li>○ Someone who has a strong vision and set of values and ethics as to the role of a turnaround professional towards the interest of all stakeholders in a turnaround situation</li> </ul> </li> </ul> <p>Please refer to the Fellows Code for further guidance.</p>
<p><b>Career history</b></p>	<p>Please attach your CV</p> <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> <p>Candidates for Fellowship shall be required to demonstrate either experience as a leading player in at least six successful engagements and / or as a leading</p>

	<p>player in three larger complex engagements.</p>
<p><b>Developing the IFT and Turnaround Profession</b></p>	<p>Unless there are compelling reasons, all candidates for Fellowship should have at least five years IFT membership. The Fellows Committee is authorized to waive this requirement in very exceptional circumstances.</p> <p>This is a free format section to demonstrate the broader contribution you are making to the development of IFT, its members and turnaround more widely. Candidates for Fellowship must demonstrate an active history of contributing to IFT. This includes some or all of the following:</p> <ul style="list-style-type: none"> <li>• Being a board or committee member.</li> <li>• Speaking at Conferences, Regional meetings.</li> <li>• Writing articles for Swift.</li> <li>• Presenting CPD sessions.</li> <li>• Representing IFT on special interest bodies.</li> <li>• Mentoring less experienced IFT Members.</li> </ul> <p>Candidates may also refer to similar contributions in the wider turnaround environment and in representing turnaround excellence in the wider business world, to stakeholders and government. Please refer to the Fellows Code for further guidance.</p>
<p><b>Case study form (if sought)</b></p>	<p>Following an initial review by the Fellows Committee, you may be asked to provide up to two case studies. The case study form can be found in the appendix of the Fellows Application form. Case studies may be explored further during an interview at the discretion of the Fellows Committee.</p> <p>Your case studies should provide enough</p>

	<p>background to enable the committee to develop an understanding of the assignment. We recommend case studies:</p> <ul style="list-style-type: none"> <li>- should be from within the past five years.</li> <li>- include relevant background information on the business (for example size and type of business, national / international reach, complexity and type of stakeholders).</li> <li>- explain the key challenges the business faced</li> <li>- showcase your role in leading the turnaround and its key achievements</li> <li>- demonstrate the challenges you faced in delivering the turnaround</li> <li>- include any feedback you received on the assignment</li> </ul>
<p><b>Referees</b></p>	<p>The IFT may seek independent references to gain a deeper understanding of your experience and leadership. Please provide details of at least two referees:</p> <ul style="list-style-type: none"> <li>- the referee should be someone with whom you worked closely in delivering an assignment and would typically be board level or equivalent</li> <li>- we recommend you seek referees approval before submission</li> </ul>
<p><b>Supplemental Information</b></p>	<p>If there is anything else you would like The IFT to take into consideration when assessing your application please provide a brief summary or supply supporting documents. This is optional.</p>

**March 2020**