



Membership Survey

From time to time the Union may send questionnaires to members in order to gather statistics about the profile of the membership. This enables the national office to supply some information about salary ranges, membership break down by category, break down by type of contract and so on. Often figures like these are useful in branch level consultations or strategic planning. There are often queries from Government bodies, employer groups and institutional managements for such information.

The national office would like you to take a couple of minutes and complete this questionnaire. This is voluntary on your part but the more members that complete this form, obviously, the better the information and the quality of the database will be.

Fill in the relevant circle in each table. Bear in mind that in the CATEGORY table you may fill in more than one circle. For instance, a person who is MANAGERIAL in a MAINTENANCE section could fill in both circles. A person who is SECRETARIAL in RESEARCH could fill in both circles.

Salary Group

- 0-2000
- 2001-4000
- 4001-6000
- 6001-8000
- 8001-10000
- 10001-12000
- 12001-14000
- 14001-16000
- 16001-18000
- 18001-20000
- 20001-22000
- 22001-24000
- 24001-26000
- 26001-28000
- 28001-30000
- 30001+

TYPE OF CONTRACT

- TEMPORARY
- PART-TIME PERM
- PERMANENT
- FIXED TERM CONT

CATEGORY

- MANAGERIAL
- SECRETARIAL
- CLERICAL / ADMINISTRATIVE
- MAINTENANCE
- RESEARCH TECHNICAL
- ACADEMIC TECHNICAL
- RESEARCH (academic primary function)
- ACADEMIC (teaching primary function)
- GENERAL SERVICES

SECTOR

- UNIVERSITY
- UNIVERSITY OF TECHNOLOGY
- RESEARCH INSTITUTE
- RELATED INSTITUTION
- FET or OTHER COLLEGE
- PRIVATE INSTITUTION (UNIVERSITY)
- PRIVATE INSTITUTION (OTHER)

BENEFITS YOU RECEIVE FROM EMPLOYER

- SUBSIDISED PENSION
- SUBSIDISED PROVIDENT
- SUBSIDISED MEDICAL AID
- BENEFITS PACKAGED AS COST TO EMPLOYER
- SUBSIDISED TUITION FEE (OWN INSTITUTION ONLY)
- SUBSIDISED TUITION FEE (INCL EXTERNAL INSTITUTIONS)

LEAVE BENEFIT

- ANNUAL LEAVE DAYS ()
- LONG LEAVE DAYS ()
- SABBATICAL / STUDY LEAVE DAYS ()



NATIONAL TERTIARY EDUCATION UNION

National office contact information

National Administrator

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MEMBERSHIP APPLICATION FORM AND PAYROLL DEDUCTION FORM

january 2012

unity in tertiary education

PAYROLL DEDUCTION FORM

THE DIRECTOR : HUMAN RESOURCES

The undersigned staff member has been admitted as a member of the National Tertiary Education Union and hereby authorises the Employer to initiate deduction of the following subscription amounts from the relevant salary:

- in respect of the national level subscription payable to the union's national account :

the amount of R;
and,

- where an applicable branch level subscription has been set :

the amount of Rto be paid to the duly notified
NTEU (.....) Branch account.



MEMBER'S DECLARATION : I agree that this authority also authorises any future change in either the subscription and / or such other amounts as might be determined and notified from time to time provided that any change has been according to the Constitution of the NTEU.

I undertake, as required by the LRA, to give one month's notice of voluntary termination of membership of the NTEU. Revocation of this authority will take effect at the beginning of the first month in which it is practicable to cancel it. At that time the Employer will return this authority to the NTEU Branch Secretary or the National Secretary.

Institution
Branch / Branch Section
Faculty
Department / Division
Staff number
ID Number
Title PROF <input type="checkbox"/> DR <input type="checkbox"/> MR <input type="checkbox"/> MRS <input type="checkbox"/> REV <input type="checkbox"/> MS <input type="checkbox"/> MISS <input type="checkbox"/>
Last Name
First Name
Initial 1
Initial 2

Approved by
Branch Executive Member (print name)
Branch Executive : Signature
Member's Signature
Date of signature

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APPLICATION FORM

Institution
Branch / Branch Section
Faculty
Department / Division
Staff number
Id Number
Title PROF <input type="checkbox"/> DR <input type="checkbox"/> MR <input type="checkbox"/> MRS <input type="checkbox"/> REV <input type="checkbox"/> MS <input type="checkbox"/> MISS <input type="checkbox"/>
Last Name
First Name
Initial 1
Initial 2
Email Address
Tel (office)
Fax (office)
Tel (home) / Cell Number
Member's Signature



Office address
Office / room number
Building
Street / P O Box
Town / City
Post Code
Date Employed
Do you normally have computer access? YES <input type="checkbox"/> NO <input type="checkbox"/>
Date of signature

▼ TURN OVER ▼

OFFICE USE ONLY

▼ new applications ▼	<input type="checkbox"/>	Application submitted to HR	<input type="checkbox"/>	Resignation submitted to HR	<input type="checkbox"/>
	<input type="checkbox"/>	Email distribution list updated	<input type="checkbox"/>	Email distribution list updated	<input type="checkbox"/>
	<input type="checkbox"/>	Membership database updated	<input type="checkbox"/>	Membership database updated	<input type="checkbox"/>
	<input type="checkbox"/>	Electronic database updated	<input type="checkbox"/>	Remove from electronic database	<input type="checkbox"/>
	<input type="checkbox"/>	SMS database updated	<input type="checkbox"/>	Remove from SMS database	<input type="checkbox"/>
	<input type="checkbox"/>	Member card requested from HO	<input type="checkbox"/>	Member card returned to HO	<input type="checkbox"/>
	<input type="checkbox"/>	Application processed by HR	<input type="checkbox"/>	Resignation processed by HR	<input type="checkbox"/>
	<input type="checkbox"/>	Welcome letter issued	<input type="checkbox"/>	Other	<input type="checkbox"/>
	<input type="checkbox"/>	Card received and sent to member	<input type="checkbox"/>	Other	<input type="checkbox"/>

▼ resignations ▼