

**SCHOOL EXECUTIVE OFFICERS' ASSOCIATION (INC)
MEMBERSHIP APPLICATION FORM – 2009**

Please register me for membership as

- Full Member \$115.00 *
 Retired Member \$70.00 *

**Do not include payment with this form. You will be invoiced when your application has been accepted.*

**Price includes GST*

PERSONAL DETAILS:

Surname:..... First Name:..... Male/Female

EMPLOYMENT DETAILS

School:.....

Postal Address:.....

Phone No:..... Fax No:..... Email:.....

Job title:..... Start Date.....

Tertiary Qualifications:.....

Other Qualifications:.....

Previous person in this position (if any):.....

JOB DESCRIPTION

A copy of my present Job Description is attached
(applications cannot be processed without a Job Description)

(Essential)

I am responsible **directly** to the Principal and/or the Governing Authority for the following, and I spend the major part of my time carrying out these duties:

Finance	Yes / No	Property	Yes / No	Support Staff Management	Yes / No
---------	----------	----------	----------	--------------------------	----------

Principal's Declaration

I certify that is directly responsible to me and/or the Governing Authority as indicated above.

Signed Principal Date

Applicant's Declaration

I certify the information provided is correct and no relevant information has been omitted.
I agree to abide by the Association's Rules and Code of Ethics (copies of these documents are available on the Association's Website). I have supplied by email address and consent to receiving email communications from time to time.

Signed..... Applicant Date

Thank you for your application to join the School Executive Officers' Association (Inc). Please note that acceptance of your application will be acknowledged. You will be notified by the Executive when your application has been accepted and the Association will retain your details on file. The Privacy Act 1993 gives you the right to access or correct your information held by the Association. Information supplied in this application will remain confidential to the SEO Association National Executive and Association Sponsors. A form is provided in the newsletter and on the website for record updating.

SCHOOL EXECUTIVE OFFICERS' ASSOCIATION (INC)

MEMBERSHIP RECORDS UPDATE

If your circumstances have changed, the Association would appreciate your assistance in filling out this form to maintain an accurate database.

If you are applying for membership, please use Membership Application Form.

Information supplied in this record update will remain confidential to the SEO Association and Association Sponsors

Name:..... Mrs/Mr/Ms/Miss (Please circle)

Name of School:.....

School Address:.....
.....

Position/Title:

Commencement Date:.....

Contact Phone No. (0) Fax No. (0)

Email Address.....

Please fill in this section if leaving your current position or resigning from the Association

Are you leaving to take up a new position? Yes/No Old Position

New Position.....

SEO membership to continue Yes/No

If you are taking up a new position within the education sector and wish to continue your SEO membership, please provide confirmation from your Principal (new position) as per Membership Application Form, together with a copy of your new job description.

Date of Resignation

Briefly outline your reasons for leaving, eg less hours, better salary etc:.....
.....

Please post this form to: **School Executive Officers Assn** or email to: **admin@seo.org.nz**
PO Box 85
Maungatapere 0152

A copy of this form is on the Association's website – www.seo.org.nz