



MEMBERSHIP RECORDS UPDATE FORM

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 THE MEMBERSHIP APPLICATION FORM.**
- **IF YOU ARE RESIGNING OR RETIRING, PLEASE COMPLETE THIS FORM.**
- **IF YOU ARE CHANGING SCHOOLS, PLEASE COMPLETE THIS FORM FOR YOUR OLD POSITION, PLEASE ALSO COMPLETE THE MEMBERSHIP APPLICATION FORM FOR YOUR NEW POSITION.**

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

PERSONAL DETAILS:	Title:	Mr	Mrs	Ms	Miss	Other _____
		(Please circle)				
	First Name:	_____				
	Surname:	_____				
EMPLOYMENT DETAILS:	School:	_____				
	Postal Address:	_____				
		(Post Code)				

	Email Address:	_____				
	Telephone No:	_____			Mobile:	_____
	Position Title:	_____				
	Commencement Date:	_____				

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:	_____
	(Please circle)		New Position:	_____

SEO membership to continue?	Yes	No
	(Please circle)	

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 school) as per the 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: _____

Signed: _____ Member: _____ Date _____

School Executive Officers' Association (Inc)
Email: administrator@seo.org.nz

*Are you changing schools? Then apply for membership:
- Download and complete the Membership Application Form.
- Attach your new job description.
- Email to School Executive Officers' Association (Inc).
administrator@seo.org.nz*

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