



SCHOOL EXECUTIVE OFFICERS
 Excellence in school business management

APPLICATION FOR MEMBERSHIP

Please register me for membership as Full Member \$130.00 incl GST Retired Member \$70.00 incl GST

DO NOT include payment with this form. You will be invoiced when your application has been accepted.

PERSONAL DETAILS:

Surname: _____

First Name: _____

Preferred Name: _____

Gender: _____

Age Range: _____

For statistical purposes only 21-30, 31-40, 41-50, 51-60, 61 plus

Qualifications: Tertiary: _____

Other: _____

Commencement Date: _____ (in this position)

EMPLOYMENT DETAILS:

School Name: _____

School Type: _____

Roll Number: _____

Decile Rating: _____

Job Title: _____

Postal Address: _____

(Post Code) _____

Email Address: _____

Telephone No: _____ **Mobile No:** _____

Previous person: _____

(Name of the previous person in this position (if any))

Start Date in this position: _____

JOB DESCRIPTION:

(Essential)

A copy of my present job description is attached.
(Applications cannot be processed without a Job Description being provided)

Applications for membership are assessed by comparing duties listed in the job description supplied to the definition below

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

	Yes	No		Yes	No		Yes	No
Financial Management:	<input type="checkbox"/>	<input type="checkbox"/>	Property Management:	<input type="checkbox"/>	<input type="checkbox"/>	Support Staff Management:	<input type="checkbox"/>	<input type="checkbox"/>

A Business Manager can be defined as an individual directly responsible to the Principal and Board of Trustees for

- Financial management and/or
- Property Management and/or
- Human Resources Management.

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 website www.seo.org.nz). I have supplied my email address and consent to receiving email communications.

Signed: _____ Applicant _____ Date

Thank you for your application to join the School Executive Officers' Association (Inc). Please note that 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's National Executive and Association Partners and Sponsors.

If you are transferring schools you are required to submit a new application form and current job description for your new position.

A separate form is provided if you are updating your membership details eg: job description has changed but you have not changed schools.

Please email your application form and job description to
SEO Association – Email: **administrator@seo.org.nz**