



## 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.

### 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 (            )

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+



**NATIONAL  
TERTIARY  
EDUCATION  
UNION**

### National office contact information

#### National Administrator

**Telephone** (041) 365 1486

**FAX** (041) 365 1487

#### Postal address

P.O. Box 7147, Newton Park, 6055 Port Elizabeth  
41A King Edward Street, Newton Park, 6055 Port Elizabeth

**Electronic mail** : office@nteu.org.za

## MEMBERSHIP APPLICATION FORM AND PAYROLL DEDUCTION FORM

january 2012

unity in tertiary education

## THE DIRECTOR : HUMAN RESOURCES



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

▼ cut along here ▼

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

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	

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



Office / room number	
Building	
Street / P O Box	
Town / City	
Post Code	

YES ☐ NO ☐

▼ TURN OVER ▼