2011-12

UNIVERSITY AND COLLEGE UNION MEMBERSHIP APPLICATION FORM

PLEASE COMPLETE THIS FORM USING BLOCK CAPITALS AND TICK BOXES WHERE APPLICABLE

Your surname

First name(s)

Title (eg Mr/Ms/Dr/Prof)

Date of birth **M** ☐ **F** ☐

Your home address

Postcode

Home telephone

Home email

Your National Insurance number (if known)

Would you prefer post from UCU, including postal ballots and associated materials, to be sent to your work or your home address? WORK ☐ HOME ☐

Which is your preferred email address for communications from UCU? WORK ☐ HOME ☐

Have you previously been a member of AUT, NATFHE or UCU? YES ☐ NO ☐

If 'YES', state last branch or local association/last year of membership/last membership number if known

Have you been a member of another union during the last 12 months? YES ☐ NO ☐

If 'YES', please specify name and branch of union

and whether you are still a member of that union YES ☐ NO ☐

Get involved! UCU has a vibrant activists' network. Would you like to know more? YES ☐ NO ☐

Email: dan@ucu.org.uk

Your employing institution

Your full work address including department (or prison) building and campus (if appropriate)
Please do not use acronyms

Postcode

Department

Work telephone

Work email

Do you work in any other HE/FE institution(s)? YES ☐ NO ☐

If 'YES', please specify department and institution:

Your principal employment function

Academic/lecturer/tutor	1
Clinical	2
Research	4
Senior management	5
HE only:	
Academic-related (non-academic professional roles, eg administrative, library, computer, management)	10
FE only:	
Advanced practitioner	11
Associate teacher (eg trainer or instructor)	12

Your contract type

Agency	A	Fixed-term	F
Permanent	P	Self-employed	S

Your contract terms

Full-time	F	Pro-rata part-time	P
Variable hours	V	Hourly-paid	H

* If you are a postgraduate student at a university or HE college planning a career in HE (but not an employed postgraduate), you are eligible for free student membership while you complete your postgraduate studies. Join online at *www.ucu.org.uk*.

UCU believes strongly in equality

Please answer the questions below. This information is not a requirement of membership, but helps us to monitor recruitment and meet the needs of members. This information will remain confidential to UCU.

What is your ethnic origin and your religion?

Your ethnic origin

White

British	7
Irish	11
Other*	8

Black or British Black

African	1
Caribbean	5
Other*	9

Asian or British Asian

Bangla-deshi	2
Indian	6
Pakistani	10
Other*	3

Chinese or other ethnic group

Chinese	4
Other*	9

Mixed

White & Asian	12
White & Black African	13
White & Black Caribbean	14
Other*	15

**please specify*

Your religion

None	N	Christian	C	Buddhist	B
Hindu	H	Jewish	J	Muslim	M
Sikh	S	Other*	0		

**please specify*

Do you consider yourself a disabled person? YES ☐ NO ☐

UCU will provide publications in alternative formats. Do you require:

☐ Braille ☐ large print ☐ electronic file formats?

Do you have any other access requirements?

What is your sexual orientation?

☐ Lesbian or gay ☐ bisexual ☐ heterosexual

Is your gender identity the same as the one you were assigned at birth? YES ☐ NO ☐

UCU monthly national subscription rates

The subscription you pay is based on your earnings; please tick the box that corresponds to your annual employment income.

			Monthly rate Great Britain	N Ireland
£40,000 or above	☐	F1	**£17.99**	**£17.82**
£30,000-39,999	☐	F2	**£16.36**	**£16.20**
£20,000-29,999	☐	F3	**£15.43**	**£15.28**
£10,000-19,999	☐	F4	**£9.41**	**£9.32**
£5,000-9,999	☐	F5	**£4.26**	**£4.22**
below £5,000	☐	F6	**£2.43**	**£2.41**

If you do not know what your earnings will be this year, please use last year's figure. If this is your first year of work, please estimate your income for the year.

When you sign a Direct Debit instruction, you are also authorising UCU to deduct an additional amount for your subscription to your local branch. Local subscriptions vary, but are on average c.£1.60 a month. Local subscription amounts are listed at www.ucu.org.uk/subscriptions.

The rates shown above apply for the period up to 31 August 2012 only. Please ensure that you pay the correct subscription; failure to do so may disqualify you from receiving legal advice and other benefits.

Paying your subscription by Direct Debit

avoids some of your subscription being used by the bank for clearing cheques, or by employing institutions for deducting subscriptions from salaries. Please complete and sign the Direct Debit instruction on page 3, and indicate at top left whether you wish to pay monthly, quarterly or annually.

If you wish to pay by a method other than Direct Debit, please tick this box ☐ and UCU will send you more information about doing so.

Will you contribute £2.00 a month to Recourse† under the government's Gift Aid scheme? Please treat all gifts of money that I make today and in the future as Gift Aid donations.* YES ☐ NO ☐

† the support network for adult and further education professionals

Please sign this declaration I consent to the data that I have provided on this form being held and processed by UCU for the purposes set out in the Fair Collection Notice on page 4 of this form.**

I wish my subscription to take effect from: DD / MM / YYYY

Signature

Date

* You must pay an amount of income tax and/or capital gains tax in each tax year at least equal to the tax that the charity will claim from HM Revenue and Customs on your Gift Aid donations.

** Please ensure that you also read the notes about subscriptions and joint membership agreements on page 4 of this form.

PLEASE RETURN YOUR COMPLETED APPLICATION FORM AND DIRECT DEBIT MANDATE TO: Freepost RSBT-SCKZ-BLCZ, University and College Union, Old Bakery, Carlow Street, London NW1 7LH

Do you wish to pay your Direct Debit

- ☐ monthly
- ☐ quarterly, or
- ☐ annually?

NAME		**THIS IS FOR UCU USE ONLY, AND IS NOT PART OF THE INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY**
MEMBERSHIP NO		
BRANCH/LOCAL ASSOCIATION		
Subscription	**NATIONAL** **LOCAL**	

INSTRUCTIONS TO BANK/BUILDING SOCIETY TO PAY DIRECT DEBITS

DIRECT Debit

Please fill in all the parts of this Direct Debit form to instruct your bank or building society to make payments directly from your account.

Do not separate the Direct Debit form from the application form.

Name(s) of account holder(s)

Account number **Branch sort code**

Instruction to your bank or building society
Please pay UCU Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit guarantee. I understand that this instruction may remain with UCU and if so, details will be passed electronically to my bank/building society.

Signature(s)

Date

Name and full postal address of your bank or building society

To the Manager Bank/Building Society

Address

Postcode

Banks and building societies may not accept Direct Debit instructions from some types of account

ORIGINATOR **UCU, Old Bakery, Carlow Street, London NW1 7LH** Originator's identification number **940424**

This Guarantee should be detached and retained by the payer

The Direct Debit Guarantee

- The Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit UCU will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request UCU to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by UCU or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society – if you a receive a refund you are not entitled to, you must pay it back when UCU asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

DIRECT Debit

DATA PROTECTION ACT: FAIR COLLECTION NOTICE

Use of personal information

When you join UCU, you provide personal information about yourself including, of course, some which is legally regarded as 'sensitive' (such as trade union membership itself), and authorise us to process this data in accordance with UCU rule 6.3.

UCU takes the privacy and protection of your information very seriously, and we hold it on both computerised and manual records with, as you would expect, a high level of security. This formal statement, required by data protection legislation, tells you about the purposes for which we process the information we hold about you.

The information enables the union nationally and locally to develop and provide a wide range of union-based activities related to UCU's work, including: the maintenance of membership records; implementing the union's policies; negotiation and representation; assisting with employment disputes; the union's internal democracy, including elections and ballots; group insurance claims; individual members' casework and injury claims; education, training and professional development; the statistical profiling of sensitive data; and other benefits for members, dependents and supporters and as covered in our 'notification' to the Information Commissioner, as required under the terms of the Data Protection Act 1998.

The data is also used for communications with members, including sending you publications such as the union's magazine, *UC*. As these may contain commercial advertising, you have the right to refuse to receive them by ticking this box: ☐

Please note that doing so could mean that you will not receive important information about UCU's activities and policies reported in *UC* and other publications.

From time to time, we may also wish to make the information available to other organisations, including agents, contractors and other service providers, for casework and for analysis and/or marketing purposes, so that we can negotiate better terms on a wider range of additional services and benefits, and make these available to members. These include: credit cards; car purchase and personal loans; banking facilities; personal accident, personal property, household, motor, general and other insurances; hospitalisation benefits; travel club facilities and travel insurance; fixed price conveyancing; and other products that may be negotiated for use by UCU members.

We never sell membership lists to any outside organisation; and when your data is made available to other organisations for the very specific purposes set out above, they are contractually obliged to store and process it securely and confidentially, under our strict instructions, and to ensure that it is deleted or returned to us after their use of it is completed. However, if you do not wish your details to be released to these organisations, please tick this box: ☐

Please note that ticking this box could mean that you will miss out on potentially valuable information about the services and benefits that UCU offers its members.

Ethnic origin, religion, disability, sexual orientation and gender identity

It is not a condition of membership that you provide information about your ethnic origin, religion, any disability that you may have, your sexual orientation or your gender identity. Information that you do provide in these categories remains confidential to UCU and is never divulged to outside organisations. It helps us to monitor recruitment, recognise members' specific needs and pursue appropriate policies. We may send you specific information in the light of the answers that you provide.

Your right to see the data we hold

Under the Data Protection Act 1998, you have the right to ask for a copy of the information we hold about you (there is an administrative charge for each request), and to request correction of any incorrect information.

Please note that to ensure we follow your instructions correctly and to help us improve the services we offer through staff training, communications may be monitored or recorded.

PAYMENTS OF SUBSCRIPTIONS AND JOINT MEMBERSHIP AGREEMENTS

Members pay a combined national and local subscription.

Local subscriptions vary, but are on average c.£1.60 a month; the precise amount will be notified to you when your membership is confirmed. For actual amounts go to www.ucu.org.uk/subscriptions.

For members in Great Britain (England, Wales and Scotland), national subscription rates include a contribution, equivalent to 1% of the relevant subscription, to UCU's **Political Fund**. This is used to finance a variety of campaigning activities including parliamentary and similar lobbying.

Different political fund arrangements apply in Northern Ireland. You will receive further information about the fund with your membership documents. UCU is not affiliated to any political party.

Thanks to UCU's status as a professional organisation, you can claim **tax relief** on a proportion of your subscription; for further information, visit .

Joint membership arrangements are available either at no extra cost or for reduced fees with: UNITE (CPHVA/MHNVA); BECTU; British Dietetic Association (BDA); British Orthoptic Society (BOS); Chartered Society of Physiotherapy (CSP); National Union of Teachers (NUT); National Union of Journalists (NUJ); Royal College of Nursing (RCN); Royal College of Midwives (RCM); Society of Chiropodists and Podiatrists (SCP); Society of Radiographers (SoR); and UNISON/British Association of Occupational Therapists (BAOT).

For details, please see *www.ucu.org.uk*, or contact UCU Membership Administration.

Gift Aid

Under the government's Gift Aid scheme, the College and University Support Network can reclaim tax that you pay on all your eligible donations at no extra cost to you. For more information about this scheme telephone 020 7554 5200.

You must pay an amount of income tax and/or capital gains tax in each tax year at least equal to the tax that the charity will claim from HM Revenue and Customs on your Gift Aid donations.

University and College Union, Carlow Street, London NW1 7LH *Tel* 020 7756 2500 *Email* hq@ucu.org.uk *Web* www.ucu.org.uk

September 2011