



*The first choice for:*

*Telecoms,  
Call Centre Professionals,  
Postal/Courier, IT,  
General Communications Industry,  
Managers, Agency Workers*

It is your legal and constitutional right to join a trade union and no provision in your employment can prevent you from doing so. You can apply to join the CWU regardless of your employment status; full-time, part-time, agency or contractor.

You are entitled to a tax credit on any subscriptions paid to a union, details of which can be found on [www.revenue.ie](http://www.revenue.ie).



**The Communications Workers' Union**

**Ceard Chumann Oibrithe Cumarsáide**

575 North Circular Road, Dublin 1.

Tel: (01) 866 3000 Fax: (01) 866 3099 Email: [info@cwu.ie](mailto:info@cwu.ie) [www.cwu.ie](http://www.cwu.ie)

*What can We Do for You?*

## About the CWU



The Communications Workers' Union is a Union for people employed in IT, ICT, postal/courier services, telecoms and call centres. Some of the Companies where the CWU have members are eircom, An Post, Vodafone, UPS, 02, American Airlines, Meteor and many more. Today there are almost 20,000 members in CWU.

## What can CWU do for you?

### Industrial Relations



The CWU negotiates with your employer on your behalf on all matters, including:

- Salary
- Working Hours
- Terms and Conditions of Employment
- Annual Leave
- Access to promotion
- Discrimination in the Workplace
- Employment Equality Issues

### Personal Representation



The CWU also represents you, on an individual basis, where such representation is required. This personal service can range from confidential informal advice in relation to matters at work, to legal advice on different issues such as your employment contract or conditions of employment.

The CWU can represent you, at no additional cost, at such bodies as the Employment Appeals Tribunal, the Rights Commissioners, Labour Relations Commission and the Labour Court on issues ranging from salary increases to unfair dismissals.

### Training and Development



The CWU can assist you in your training and development needs on issues from interview techniques to employment rights. The Union runs a number of training courses which are provided free-of-charge to all Union activists.

### Health and Safety

The Union monitors all relevant legislation in the area of Health and Safety, to ensure that CWU members

are working in a safe environment and can advise you on all issues related to Health and Safety matters.

### Union Information Services



As a member of the CWU you are provided with information on all aspects of your employment. The Union represents people working in a vast array of companies across the entire communications sector, and therefore, has a very broad knowledge base upon which the members' information service is based.

### Keeping you up-to-date



The CWU keeps you up-to-date and informed on developments in your sector via:

- Magazine for Members called "Connect"
- Union Bulletins
- CWU Website, available at [www.cwu.ie](http://www.cwu.ie)
- A section of the CWU site is reserved exclusively for members
- A local presence in your workplace

### And the Bigger Picture...



The CWU works on a national level with the Irish Congress of Trade Unions, to ensure that people receive their entitlements and to enhance their working life, while being treated with respect and dignity in their workplace. This includes involvement in National Pay Talks; Paternity Leave; Enforcement of Labour Standards and many other issues.

### What will it Cost?

You would be surprised at how little it costs to join the CWU. The CWU is a non-profit making organisation, which believes that everyone is entitled to representation in the workplace. For a modest weekly subscription you can have access to professional representation, skilled negotiators and employment law specialists, all committed to representing people just like you.

### How to join:

To join the Communications Workers' Union – simply fill in the attached application form and direct debit mandate form and return to:

**The Membership Department,  
Communications Workers' Union,  
575 North Circular Road, Dublin, 1.**

*20,000 members  
have made the CWU their  
first choice -  
Make it YOURS too!*

# Deduction at Source

PLEASE COMPLETE BOTH FORMS  
IN BLOCK CAPITALS

# Direct Debit Instruction

(PLEASE FILL OUT FORM IN BLOCK CAPITALS)

## Personal Details

**Surname** ..... **OFFICE USE ONLY**  
**Forename(s)** ..... CWU NO. ....  
**Male**  **Female**  **Mr**  **Mrs**  **Ms**   
**Marital Status** ..... **Date of Birth** ...../...../.....  
**Staff No.** (where applicable).....

## Contact Details

**Home Address** .....  
 .....  
**Home Tel. No.** ..... **Work Tel. No.** .....  
**Mobile. No.** ..... **Email** .....


## Employment Details

**Name of Company** .....  
**And Agency** (if applicable) .....  
**Employer's Address** .....  
**Your work/office location** (if different) .....  
**Branch Name** .....  
**Date of Commencement with current employer** ...../...../.....  
**Current Grade/Job Title** .....  
**Current Status:** { **Managerial**  **Non-Managerial**   
 { **Permanent full time**  **Temporary**   
 { **Permanent part time**  **Agency Worker**   
 { **Contractor**  **Other**   
**Pay Frequency:** **Weekly**  **Fortnightly**  **Monthly**   
**Signature** ..... **Date** .....

**Branch Secretary** ..... **Branch Name** .....  
 (where applicable)

(PLEASE FILL OUT FORM IN BLOCK CAPITALS)

## Instructions to your Bank/Building Society to pay Direct Debits

Please complete parts 1 to 4 to instruct your Bank/Building Society to make payments directly from your account. Then return the form to: The CWU, 575 North Circular Road, Dublin 1. 

OFFICE  
USE  
ONLY

**Originator's Identification No.** 3 0 4 9 7 9

**Originator's Reference** .....

- ① Please write the name and full address of your Bank/Building Society and Branch:

**Bank/Building Society**  
**Branch**

- ② **Name of account holder**

- ③ **Sort Code** & **Account Number**
- |  |  |   |  |  |   |  |  |
|--|--|---|--|--|---|--|--|
|  |  | - |  |  | - |  |  |
|  |  |   |  |  |   |  |  |

- ④ **Your instructions to the Bank/Building Society, and your Signature**
- I instruct you to pay Direct Debits from my account at the request of the CWU.
  - I confirm that the amounts to be debited are variable and may be debited on various dates.
  - I shall duly notify the Bank/Building Society in writing if I wish to cancel this instruction. I shall also so notify the CWU of such cancellation.

### THE DIRECT DEBIT GUARANTEE

- This is a guarantee provided by your Bank/Building Society as a member of the Direct Debit Scheme, in which Banks/Building Societies and the CWU participate.
- If you authorise payment by Direct Debit, then
  - The CWU will notify you in advance of the amounts to be debited to your account
  - Your Bank/Building Society will accept and pay such debits, provided that your account has sufficient available funds
- If it is established that an unauthorised Direct Debit was charged to your account, you are guaranteed a prompt refund by your Bank/Building Society of the amount so charged.
- You can cancel the Direct Debit Instruction in good time by writing to your Bank/Building Society.



**Signature** ..... **Date** .....



# What can We Do for You?

- *Negotiate with your employer on your behalf on all matters.*
- *Provide you with a personal service ranging from confidential, work-related information advice, to legal advice*
- *Assist you in your training and development needs and offer you a number of training courses free-of-charge*
- *Advise you on all issues related to Health and Safety*
- *Give you access to information on all aspects of your employment*
- *Keep you up-to-date and informed on developments in your sector via Union magazines, bulletins, your own section on the CWU website and a local presence in your workplace*
- *Include you in the bigger picture, as the CWU works on a national level with the Irish Congress of Trade Unions*



# Guide for completing Application Form

- *Please complete both forms in BLOCK CAPITALS*
- *Please ensure you complete both the Application Form and the Direct Debit Instruction*
- *Please ensure you fill out all the information required.*
- *Send completed Application Form, together with completed Direct Debit Instruction, to:*

*The Membership Department,  
Communications Workers' Union,  
575 North Circular Road,  
Dublin 1.*

## INSTRUCTIONS TO PAYROLL

- Until further notice and commencing on \_\_\_\_\_, please deduct \_\_\_\_\_ from my basic pay in respect of my contribution under the Scheme of deductions of Subscriptions to Staff Associations and pay that amount to the Communications Worker' Union, 575 North Circular Road, Dublin, 1.
- I recognise that these deductions, being made solely as a measure of convenience to me, may be terminated at any time.
- I also recognise that the ultimate responsibility for ensuring that the deductions have, in fact, been made from my pay rest with myself, and that beyond making remittances on foot of sums deducted for credit to the account of my Union, the Company accepts no responsibility of any kind in this matter.

