



### What can IBOA do for you?

- Ensure you enjoy the best terms and conditions possible throughout your career
- Provide you with guidance and information on your rights at work
- Keep you up to date with issues that affect your working life
- Give you access to the vibrant Sports and Social side of IBOA where financial sector staff meet and develop working relationships
- Give you access to IBOAplus and its range of savings on retail products and services



- Give you access to the IBOA Short Breaks Scheme that provides substantial savings to IBOA members on hotel breaks



# Working for You Shaping Your Future

### Guide for filling out Application Form

- Please ensure you fill out both the Application section and the Direct Debit mandate.
- Please ensure the following sections are completed in full:
- Staff Number
- Date of Birth
- Private Address
- Signature
- Branch/Department where you work
- Current Employment Status (Full-time, part-time etc.)

### Other Publications available from IBOA

- Stress in the Workplace • Equality Policy
- Legislation covering Full-time & Part-time workers
- Recruitment handbook



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Working for You  
 Shaping Your Future



## Since 1917, IBOA has been the Union for staff working in Ireland's Finance Industry.

We currently have over 20,000 members - staff employed in areas from mainstream banking to finance & leasing companies, in all types of locations, from retail branches to call centres. Our success over more than eight decades is based upon who we are and what we do.

IBOA is a union of finance sector employees working on your behalf, supported by a team of industrial relations and legal staff. Unlike general unions who may have members from many different sectors, IBOA only seeks to draw membership from the finance sector. We therefore know the issues that concern you, and have the expertise to assist you like no other union. We offer dedicated, professional advice, representation and support based upon our experience of helping thousands like you in our industry.

## How can IBOA help you?

### Industrial Relations

IBOA negotiates with your employer on behalf of you and your colleagues on Salary and Terms and Conditions of Employment. Having represented people in the financial industry for over 80 years, IBOA has the depth of skill and experience to represent you too.

### Individual Cases

IBOA can represent you on any issue that may be of personal concern. We draw on industrial relations and legal expertise and help you either formally or in an informal advisory capacity. This is a completely confidential service provided exclusively for IBOA members.

### Members' Information Service

When you become a member of IBOA, you can avail of the Union's information service. Whether you need help with evening studies, have a query on your Terms and Conditions or wish to know your legal rights at work under law, IBOA can give you the information you need.

### Training and Development

IBOA can help address your training and development needs from interviewing skills and appraisals to presentation skills and employment rights. IBOA courses are tailor-made to suit your requirements.

### Workplace Analysis

IBOA conducts many studies on issues that affect you, such as stress or harassment in the workplace, or the need for family friendly working hours and practices. We are the spokesperson for financial staff and through the national media work to ensure that your interests are protected, both in reality and in the minds of the general public.

### Regular Communications

With IBOA News, our quarterly magazine and the IBOA website [www.iboa.ie](http://www.iboa.ie), membership meetings and IBOA updates you can always keep up to date with discussions between IBOA and your employer - and how it affects you. We also monitor international trends and employment legislation so you know your rights. If you don't wish to hear of developments second-hand and want to influence your future, your best course of action is to join the union.

### IBOA Sports & Social

IBOA runs two clubs for members, one in Belfast and one in Dublin, where any member can drop in with family and friends and enjoy a reasonably priced drink or meal. There are many other pursuits for an IBOA member including table quizzes, weekends away and golf competitions.

### IBOA Plus

When you become a member of IBOA you also become a member, free of charge, of IBOAPlus, enabling you to benefit from the range of discounts on a wide selection of products and services including sun holidays, mobile phones and accessories, The Body Shop, Fitness First, travel insurance, car insurance and home insurance.

For a copy of the IBOAPlus brochure that details the full range of benefits contact IBOA.

### Who can Join?

Anyone working in the finance sector can apply to join IBOA regardless of their employment status. Whether you are full-time, part-time, temporary or on probation you are entitled to apply to join.

### How to Join

Joining IBOA simply could not be easier. To benefit from all the union has to offer, just fill in the form opposite, detach and send to the address listed.

If you have any questions or queries, just contact us by telephone or e-mail, or log on to [www.iboa.ie](http://www.iboa.ie). We are here to help you. You can help yourself by making the decision to join IBOA - a Union which exists to benefit you.

#### PLEASE USE BLOCK CAPITALS

Surname ..... Date of first entry into Banks service

Forenames ..... Date of permanent appointment

Initials ..... Bank .....

**Bank Staff Number (must complete)** ..... Branch/Dept. (where you work) .....

Marital Status ..... Sort Code (NSC) .....

Title ..... **Please state current status**

Sex Male  Female  Permanent Full-Time

Date of Birth ..... Permanent Part-Time  Temporary

Private Address ..... Other (please state) .....

..... Weekly paid  Monthly paid

..... Current Grade/Job Title .....

..... **Please state where your A/C is**

Telephone Number: Home ..... Sort Code (NSC) .....

Work ..... A/C Number .....

Mobile ..... Do you have any special needs Yes  No

E-mail ..... Please state the nature of any accommodations you may require: .....

IBOA member before Yes  No

Name of current or previous Trade Union .....

Date Membership lapsed ..... I desire to become a member of the Irish Bank Officials' Association and I agree to be bound by the rules of the said association and to the processing of data for the purpose of furthering the objectives of the union.

I hereby give authorisation for my IBOA membership to be deducted from my Salary each month.

Signature..... Date.....

*Please complete below section before returning*

#### THIS SECTION TO BE COMPLETED BY IBOA MEMBER

Recruited by.....Bank Staff Number.....(IBOA Member)

Signature .....

Send completed form to IBOA The Finance Union, IBOA House, Stephen Street Upper, Dublin 8

**Instruction to your Bank to Pay Direct Debits**

Please complete parts 1 to 4 to instruct your Bank to make payments directly from your account. Then return the form to IBOA

IBOA The Finance Union  
IBOA House,  
Stephen Street Upper,  
Dublin 8.

IBOA's Identification Number   
for official use only

IBOA's Reference .....  
(Maximum 18 characters)

- Please write the name and full postal address of your bank and branch  
.....  
.....  
.....
- Name of Account Holder .....
- Sort Code: ..... Account Number: .....  
*(Please ensure your Bank Account number is correct and has a direct debit facility).*

Please note original direct debit mandate must be returned

- Banks may refuse to accept instructions to pay direct debits from some types of account.**
- Your Instructions to the Bank and signature
    - I instruct you to pay direct debits from my account at the request of IBOA.
    - The amounts are variable and may be debited on various dates.
    - I understand that IBOA may change the amounts and dates only after giving me prior notice.
    - I will inform the Bank in writing if I wish to cancel the instruction.
    - I understand that if any direct debit is paid which breaks the terms of this instruction, the bank will make a refund.

Signature(s) ..... Date.....

Send completed form to IBOA The Finance Union, IBOA House, Stephen Street Upper, Dublin 8