

# CSSC MEMBERSHIP APPLICATION FORM

Please complete **IN FULL** on both sides using **BLOCK CAPITALS**

*We cannot accept faxed/emailed applications*

This form is specifically intended for staff located within the Government Region of West Midlands. Become a member of CSSC within two months of joining the Civil Service and you are eligible for a 50% refund on your first year's membership subscription. Join now and don't miss out.

## SECTION 1 - REASON FOR COMPLETING FORM

PLEASE TICK THE APPROPRIATE BOX

<b>New member</b>	<input type="checkbox"/>	<b>Rejoining</b>	<input type="checkbox"/>	<b>A member but not receiving Leisure Scene</b>	<input type="checkbox"/>
<b>About to retire /retired</b>	<input type="checkbox"/>	<b>Replacement card request</b>	<input type="checkbox"/>	<b>Change of details e.g. job / address</b>	<input type="checkbox"/>
<b>On a temporary contract</b>	<input type="checkbox"/>	<b>Increase of Membership</b>	<input type="checkbox"/>	<b>Decrease of Membership</b>	<input type="checkbox"/>

You can only apply for temporary membership if you are on a government sponsored contract and not paid directly by a government department or are temporarily employed on civilian work e.g. armed forces. NB. Temporary members can only pay by cheque for 12 months. Cheque made payable to CSSC Ltd.

## SECTION 2 - PERSONAL DETAILS

Existing CSSC Membership Number

         

IF KNOWN

National Insurance Number

         

National Insurance No. can be found on your pay / pension slip.

<b>Title</b>	<input type="text"/>	<b>First name</b>	<input type="text"/>	<b>Initials</b>	<input type="text"/>
<b>Surname</b>	<input type="text"/>	<b>D.O.B.</b>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<b>Male</b>	<input type="checkbox"/>
				<b>Female</b>	<input type="checkbox"/>
<b>Address</b>	<input type="text"/>				
	<input type="text"/>				
<b>Town</b>	<input type="text"/>	<b>Postcode</b>	<input type="text"/>		
<b>Home Tel. No.</b>	<input type="text"/>	<b>Mobile Number</b>	<input type="text"/>		
<b>Home email</b>	<input type="text"/>	<b>Work email</b>	<input type="text"/>		

If appropriate, please indicate which of these two email addresses you would prefer us to use. Please delete as appropriate: HOME / WORK

From time to time, CSSC arranges for information to be circulated to members via email. This may include information relating to activities, events, offers and other services of CSSC and our partner organisations. The intention is that these occasional messages will help you to maximise the benefits of your membership. CSSC will not pass your email address on to any external organisations for their own use and you will be able to opt out from receiving these communications at any time. If you do not wish your email to be used in this way, please tick this box:

## SECTION 3 - EMPLOYMENT DETAILS (if retired, please state last eligible employment details)

Pay Centre and Pay / Staff / Pension No. can be found on your pay / pension slip.

<b>Who do you work for?</b>	<input type="text"/>				
<b>What date did you join the Civil Service?</b>	<input type="text"/>				
<b>Pay / Staff / Pension No.</b>	<input type="text"/>	<b>Payroll Provider</b>	<input type="text"/>		
<b>Work Address</b>	<input type="text"/>				
<b>Town</b>	<input type="text"/>	<b>Postcode</b>	<input type="text"/>		
<b>Work Tel. Number</b>	<input type="text"/>				



Tel: 01494 888444  
Email: headoffice@cssc.co.uk  
Web: www.cssc.co.uk



Shareholding - CSSC is owned by its members. CSSC is registered under the Industrial & Provident Societies Act 1965/68, which requires that each member holds at least one share. Membership confers one share, Membership Plus two shares. Shares earn no dividend, carry no liability and are cancelled and forfeited if membership ceases.

## SECTION 4 - WHERE DID YOU HEAR ABOUT CSSC?

A sports or leisure event	<input type="checkbox"/>	Which one? ...
A workplace fitness centre	<input type="checkbox"/>	Which one? ...
A workplace presentation	<input type="checkbox"/>	Where was it? ...
The CSSC website/intranet	<input type="checkbox"/>	Where was it? ...
Other	<input type="checkbox"/>	Please specify ...

I am interested in:  
Local/National activities  Events  Offers and Discounts

Other  Please specify ...

## SECTION 5 - PAYMENT METHOD

Membership  Membership Plus  Please tick as applicable  
Required by some CSSC activities (aviation or sailing)

**Subscriptions are normally deducted from your salary. If you are unable to pay direct from salary, you must pay ANNUALLY by enclosing a cheque made payable to "CSSC Ltd".**

I am applying for monthly / weekly membership deductions from my salary / pension Monthly  Weekly

I enclose a cheque for the FULL ANNUAL payment / made payable to CSSC Ltd

**CSSC is a membership organisation run primarily by its members.  
If you would like to make a difference by getting involved, please tick this box.**

I apply for membership of CSSC and agree to be bound by its rules. I authorise deduction of the weekly / monthly proportion of the annual subscription from my salary, wages or pension until further notice to be paid to CSSC Ltd. This authority cancels any existing mandate for deduction in favour of CSSC Ltd. I understand that if I am based within the Government Region of the West Midlands and apply for membership within one calendar month of joining the Civil Service, I am entitled to a refund of 50% of my first year's CSSC membership subscriptions on condition that I maintain my membership for a period of at least 12 continuous months. *See notes below.*

Signature  Date

Data Protection: CSSC takes very seriously the issue of data security. Data supplied as part of your membership of CSSC will be recorded and maintained in full compliance with the Data Protection Act (1998). We will use your data to provide and personalise our service. We will not disclose this data to any third party organisations for their own use.

Return to:  
CSSC Sports & Leisure  
FREEPOST HY656  
High Wycombe  
HP13 5BR

**NB.  
PLEASE ENCLOSE YOUR EXISTING MEMBERSHIP CARD IF YOU HAVE ONE.**

**NEW MEMBERS**  
You should receive your membership card within three weeks. Deduction of first subscription from pay depends on pay centre schedules.

### Notes on Membership Subscription Offer

CSSC, working in conjunction with the Government Office for the West Midlands, is delighted to offer staff who have recently joined the Civil Service an extra incentive to sign up and get involved. All staff based within the Government Region of the West Midlands and who apply for CSSC membership within one calendar month of joining the Civil Service, are entitled to a 50% refund of their first year's CSSC membership subscriptions. This offer is subject to the condition that membership is maintained for a continuous period of at least 12 months. Eligible members will, automatically, be issued with a payment equivalent to 50% of the subscriptions paid within their first year of membership by CSSC's Head Office once the qualification period has been reached and subscription payments have been confirmed. This offer forms part of the Civil Service West Midlands Project and is limited to staff based within the Government Office for the West Midlands and is open until 31 December 2009 when it will be subject to review. All new members from other Government Office regions, or who have been employed within the Civil Service for more than one calendar month before joining CSSC, are not eligible and normal subscription rules apply. For further details, please contact the CSSC Customer Services Department on 01494 888444 or by email at headoffice@cssc.co.uk. Alternatively, post enquiries to CSSC Sports & Leisure, 7/8 Buckingham Place, Bellfield Road, High Wycombe, Bucks, HP13 5HW.