



A•S•U  
 Australian  
 Services  
 Union

# Request Assistance Form

To request assistance in a workplace matter, please fill out the necessary details below. It is important you give us as much information as possible about your request, so we are able to respond quickly and have all the information at hand to assist you. Requests for assistance will be responded to within 24 hours. **Please print and then complete this form and fax to 07 3844 5153 or fill out this form in Adobe Reader, save to your computer and email as an attachment to [info@qld.asu.net.au](mailto:info@qld.asu.net.au)**

Date:

Are you an ASU member?  Yes  No

If no, you can join online at: [www.qld.asu.net.au/atwone/static/joinonline.html](http://www.qld.asu.net.au/atwone/static/joinonline.html)

Name:

Membership Number:

Home Address:

Phone Contact Details:

Work  Home  Mobile

Email Contact Details:

Work  Home

Preferred Contact:  Work  Home  Both

Nature of Issue: (ie. Termination, Harassment, Non-payment of Monies Owed etc)

Where do you work?

Workplace Address:

Manager's Name:

Can we contact you at work?  Yes  No

How long have you worked at your current employment?

How many people does this issue affect in your workplace?

How many Clerical Staff are employed at your workplace?

How many are ASU members?

Do you know who your ASU Delegate is?  Yes  No

Have you raised this issue with your ASU Delegate?  Yes  No

*continued over leaf >>>*

[www.qld.asu.net.au](http://www.qld.asu.net.au)

Assistance Required



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# Request Assistance Form cont'd

Are you employed under:

Letter of Offer       AWA       Contract

Other (*please specify*)

Do you have a copy of your Employment Agreement?       Yes       No

My problem/issue is:

*continued over leaf >>>*

*The Australian Services Union (Clerical and Administrative Branch) represents workers in the clerical, administrative and call centre industries across both the public and private sectors throughout central and southern Queensland.*

[www.qld.asu.net.au](http://www.qld.asu.net.au)

Authorised by Kevin Place, Assistant Branch Secretary Australian Services Union Central and Southern Queensland Branch  
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# Request Assistance Form cont'd

My desired outcome is:

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