

## CUPE 503 SHOP STEWARD APPLICATION

To become a Shop Steward for CUPE 503, the following steps must be completed.

1. Complete the attached Shop Steward Information sheet and have CUPE 503 members, in your work location, provide their contact information and signature agreeing to have you as a Shop Steward in their work location.
2. Once the Local has enough applicants, we will schedule an interview with the President and/or his designates. If you are successful through the interview process, you will be scheduled to attend Shop Steward training.

At the successful completion of the training, you will take an Oath of Office and a signed copy will be placed in your file.

Once the above steps have been completed, we will notify your Employer that you are a Shop Steward with CUPE 503.

### **Please return the completed form to:**

Tammy Stafford  
Executive Assistant to the Board  
CUPE 503  
1505 Carling Ave.  
Ottawa, ON  
K1Z 7L9  
E-mail: [TammyStafford@cupe503.com](mailto:TammyStafford@cupe503.com)

CUPE 503  
Shop Steward Application Information Sheet

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Personal E-Mail: \_\_\_\_\_

Employer: \_\_\_\_\_ Employee Number: \_\_\_\_\_

Department: \_\_\_\_\_ Work Location: \_\_\_\_\_

Position: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_ Extension: \_\_\_\_\_

Work Cell Number: \_\_\_\_\_

Work E-mail: \_\_\_\_\_

Manager: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Manager's E-mail: \_\_\_\_\_

Should you be successful in becoming a Shop Steward for CUPE 503, please indicate the phone number(s) and e-mail address(es) we can provide to members. We need to be able to locate our Shop Stewards quickly and easily.

\_\_\_\_\_

\_\_\_\_\_

CUPE 503

Shop Steward Nomination Form

We, the undersigned, member of CUPE 503, wish to have the following person act as a Shop Steward in **OUR** work location.

Shop Steward Applicant: \_\_\_\_\_

Number of CUPE 503 members in your work location: \_\_\_\_\_

If there are more than 40 CUPE 503 members in your work location, a minimum of 25 signatures must be obtained. If there are less than 40 CUPE 503 members, then a majority must sign in order to be considered a Shop Steward.

	NAME (PLEASE PRINT)	SIGNATURE	PERSONAL E-MAIL	PHONE NUMBER
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