

# APPLICATION TO BECOME A AMICUS JAR

· Training will be provided by Amicus.

\*\*\*\*\*

## I WISH TO APPLY TO BECOME A AMICUS JAR

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

Workplace Postal Address:

\_\_\_\_\_  
\_\_\_\_\_

Daytime Tel. Contact No: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

Tel. No: \_\_\_\_\_ e-mail: \_\_\_\_\_

Name of your line manager: \_\_\_\_\_

Contact Number of your line manager: \_\_\_\_\_

Amicus membership number: \_\_\_\_\_

Staff number: \_\_\_\_\_

I confirm that I am a permanent member of staff with at least one year's service with the bank.

PLEASE INDICATE WHY YOU WISH TO BECOME A AMICUS JAR:

Signed \_\_\_\_\_

Please complete and return to Jan Duffus  
AMICUS, John Smith House, 145-165 West Regent Street, Glasgow, G2 4RZ

# Amicus & RBS

# JAR SCHEME



Go on, take the plunge! Loads of people working in Royal Bank of Scotland Group are currently enjoying the challenge of being a AMICUS Jointly Accredited Representative (JAR). With our training, they are now supporting, advising and representing thousands of their colleagues – and we want you to join them. Interested? Then read on.....

*amicus*  
*the union*

## WHAT IS A AMICUS JAR?

Amicus jointly accredited reps are people like you! They are ordinary Amicus members who make a real difference in the workplace by supporting, advising and representing colleagues. Working for RBS Group at all levels, including full-time, part-time and shift workers, reps genuinely reflect the make-up of the workforce and ensure that AMICUS is truly representative.

## WHAT DO AMICUS JARs DO? SUPPORT

JARs are trained by AMICUS to advise members on a wide range of work-related issues.

## REPRESENT

JARs have a role in representing members who have individual problems. They can assist members who feel they have not been treated fairly at work by helping to prepare and present a grievance.

Many members have already benefited from the representation of a AMICUS JAR at a formal disciplinary hearing or at a formal hearing regarding a work related matter such as sickness absence.

## WHAT'S IN IT FOR ME?

Becoming a rep can considerably enhance your career. The skills you pick up being a rep will stand you in good stead with your job. Skills like advocacy, presentation, research and writing. You'll learn how to analyse information and communicate your views.

Becoming a JAR will also help your confidence grow and let's not forget the satisfaction you will get in speaking up for your colleagues and making your workplace a better place to be.



## TRAINING

A training course has been developed to prepare reps for the role. This involves:

- Understanding the disciplinary and grievance procedures
- Approaches to problem solving in the workplace
- Communication skills
- Putting your point of view effectively
- Representation skills
- Building union organisation in your workplace

## HOW DO I BECOME A JAR?

Simply fill in the form overleaf!

JARs are accredited by AMICUS and the bank. Regular updates take place and there is a support network of other JARs, Seconded Reps and full time Officers.

If you want to make a difference in your workplace join the AMICUS team and at the same time increase your own skills.

## GOT A PROBLEM AT WORK?

If you have a work-related problem, the AMICUS JARs are there to help you.

In addition AMICUS has seven reps seconded to the union full-time and a team of full time Officers.

They also can be contacted to answer queries and provide assistance.