



New York Staffing Association

Application for Membership

Your company is eligible for membership in the New York Staffing Association if it is a firm operating a temporary personnel service or permanent (direct hire) staffing company that places positions in the state of New York. Only Active Members (not industry partners) have voting privileges or may hold office on the Board of Directors in NYSA.

_____ (Company Name) wishes to apply for membership in the New York Staffing Association (NYSA), a corporation organized and existing under the Not-for-Profit law of the State of New York. By executing this application, your company affirms it:

- Has no affiliation with other member firms of this Association, except as otherwise noted
- Has made no misrepresentations in this application for membership
- Shall adhere to the principles of the Association as reflected in its Charter, By-Laws, and Code of Ethics

As an NYSA Member Company, your company agrees to follow the NYSA Code of Ethics when engaging in temporary employment services. Therefore we recognize the following responsibilities to our employees on temporary assignments:

1. Not to charge them any fees or percentages for sending them on assignments
2. To pay them promptly at set and stated intervals
3. To pay, contribute, or withhold all taxes and insurance required by city, state or federal governments
4. To adhere to any other laws and regulations governing employers

Company Name _____
(As you would like it to appear in the Membership Directory)

Name of Voting Representative: _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

E-mail _____ Web Site _____

Number of Branch Offices _____ Number of Franchises _____

Number of Licensees _____ Number of Associated Companies _____

Does your business or you own any part of a staffing service operating under another name?

- Yes No

If yes, give the name(s):

(List company name(s), address(es), contact person(s), phone(s), fax(es), and email(s) for all New York operating companies)

Officers of the Company making application:

Name _____ Title _____

Name _____ Title _____

Do the above officers own 100% of the ownership of the organization? Yes No

If no, please furnish the names and addresses of all principals:

Company is a Corporation Partnership Sole Proprietorship

Business is a Local company National company

If national, are you a branch of a firm with its principal offices outside of NY State? Yes No

How long (months, years) have you been providing temporary and/or staffing services? _____

What industries of staffing do you currently place positions for? (Please check all that apply)

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|---|--|--|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Fashion/Apparel/Textile Manufacturing | <input type="checkbox"/> Merchandising/Buying |
| <input type="checkbox"/> Administrative | <input type="checkbox"/> Finance | <input type="checkbox"/> Non-profit |
| <input type="checkbox"/> Advertising/Public Relations | <input type="checkbox"/> Financial Services | <input type="checkbox"/> Nursing |
| <input type="checkbox"/> Aerospace/Defense | <input type="checkbox"/> Government/Civil Service | <input type="checkbox"/> Oil Refining/Drilling/Mining |
| <input type="checkbox"/> Architecture/Design | <input type="checkbox"/> Health Care | <input type="checkbox"/> Outplacement/Executive Coaching |
| <input type="checkbox"/> Automotive | <input type="checkbox"/> Hospitality/Hotel | <input type="checkbox"/> Pharmaceutical/Biotechnology |
| <input type="checkbox"/> Banking | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Physician |
| <input type="checkbox"/> Call Center/Customer Service | <input type="checkbox"/> Insurance | <input type="checkbox"/> Real Estate/Property Management |
| <input type="checkbox"/> Commercial/Industrial | <input type="checkbox"/> IT/Computer Technology | <input type="checkbox"/> Restaurant/Food Services |
| <input type="checkbox"/> Communications/Media | <input type="checkbox"/> Law Enforcement/Security | <input type="checkbox"/> Retail |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Legal | <input type="checkbox"/> Retained Search |
| <input type="checkbox"/> Consumer Packaged Goods | <input type="checkbox"/> Life Sciences | <input type="checkbox"/> Sales |
| <input type="checkbox"/> Ecommerce/Web Design | <input type="checkbox"/> Light Industrial | <input type="checkbox"/> Scientific |
| <input type="checkbox"/> Education | <input type="checkbox"/> Management Consulting | <input type="checkbox"/> Temp/Contract Staffing |
| <input type="checkbox"/> Energy/Utilities | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Engineering | <input type="checkbox"/> Marketing/Direct Marketing | <input type="checkbox"/> Warehousing/Distribution |
| <input type="checkbox"/> Entertainment | <input type="checkbox"/> Medical | |
| <input type="checkbox"/> Environmental | <input type="checkbox"/> Medical Devices/Equipment | |

If you have been providing temporary and/or staffing services for less than one year, please give the name and telephone number of two business references that NYSA may contact:

Name _____ Phone _____

Name _____ Phone _____

Does your business derive its principal revenue (more than 50%) from providing temporary services?
Yes No

Are you also engaged in the permanent (direct hire) employment agency business? Yes No

Do you place freelancers or independent contractors on a temporary basis? Yes No

When would a courtesy visit to your office by our membership committee be convenient?

Are you a member of the American Staffing Association? Yes No

How did you hear about NYSA?

What was the determining factor in your decision to join NYSA?

Please select the committees you are willing to serve on:

- Membership Committee** (assists with membership recruitment and services)
- Legislative Committee** (advises the membership of any pending legislation that would affect the industry)
- Programming Committee** (arranges program topics, speakers and events for members)
- Ethics Committee** (investigates complaints and ensures all members comply with the Code of Ethics)
- Nominating Committee** (responsible for nominating candidates to serve on the Board Officers positions)
- Direct Hire Committee** (makes recommendations on matters uniquely affecting permanent staffing firms)
- Public Relations/Marketing Committee** (assists in press releases, marketing brochures, legislative updates and newsletters on behalf of NYSA)

Would you be interested in serving on the Board of Directors? Yes No

NYSA MEMBERSHIP DUES

As a condition of active membership in The New York Staffing Association, the undersigned agrees to pay to NYSA the following annual dues (note: all dues are scheduled to be paid per year, per company):

All NYSA members are members of both their designated chapter(s) and the overall state chapter. Please include **ALL** chapters where your company has branch offices (*Additional chapters selected are granted \$100 off chapter dues*):

- Metro—Level I (New York City) \$1500 (*\$10M+ Revenue OR 15+ In-House Staff*)
- Metro— Level II (New York City) \$900 (*\$9.9M- Revenue OR 14 or less In-House Staff*)
- Albany \$400
- Buffalo \$400
- Long Island \$400
- Rochester \$400
- Westchester \$400
- Member at Large \$400 (*This membership will only be in the state chapter*)
- Dual Partnership \$350 (*This membership will only be in the state chapter*)
- Sole Proprietorship \$175 (*This membership will only be in the state chapter*)

TOTAL \$ _____

*****Please contact Jennifer Kelley at 646-723-3216 to confirm you are entering the correct total amount.**

Check (attached) *Please make checks payable to: **New York Staffing Association***

MasterCard Visa American Express

Name on card _____ Card number _____

Exp. Date _____

Billing address _____

Signature of card holder _____

Dues must accompany your application or it will not be processed.

Name of Staffing Service	Signature of Authorized Signer	Date
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Return your application, with payment to:

**NYSA Membership Dues
110 East 42nd Street, Suite 802
New York, NY 10017
Fax: 646-723-3216**

WHAT YOU NEED TO KNOW ABOUT NEW YORK STAFFING ASSOCIATION MEMBERSHIP



AFFILIATED WITH
American Staffing Association

Code of Ethics & Good Practices

New York Staffing Association members agree to abide by the Association's Code of Ethics & Good Practices. Any violation of the Code may result in the loss of New York Staffing Association membership.

Qualifications for Membership

A firm must be operated on a for-profit basis as a separately identifiable entity that provides temporary help or other staffing services to third parties and does not charge its employees a fee for placing them in jobs. A company must be open for business and actively placing employees on assignment in order to join Chapter Name. Only the headquarters office of a staffing firm may become an active member. Active members are entitled to one vote at all New York Staffing Association membership meetings. All branch, franchised, and licensed offices of active members will be designated as nonvoting affiliate members. These offices may be eligible to receive New York Staffing Association publications at no extra charge. Please contact New York Staffing Association for further information.

No staffing firm shall be eligible for New York Staffing Association membership unless dues are paid by all staffing firms that have an ownership interest in or are under the common ownership with such firm. Associate membership is available to companies that provide products or services to the staffing industry. Any application for dual partnership or sole proprietorship firms will be allowed in the state chapter only. They will not be eligible to serve on the Board of Directors unless dues are received for full chapter dues for that chapter.

Dues Structure

Membership dues will be a rate set by the Board of Directors annually based on the budget. Association dues shall be set for the calendar year. Special assessments for special needs, such as legislative expenses, may be levied upon the members at the direction of the Board of Directors and shall be accompanied by proper explanation. However, special assessment may not be more than 25% of the Association annual dues unless such assessment is approved by membership. Any member may voluntarily contribute more than the amount assessed against him. Dues will automatically renew annually unless cancellation is expressly given in writing.

Tax Deductions

Contributions or gifts to New York Staffing Association are not deductible as charitable contributions for tax purposes, but they may be deductible as an ordinary and necessary business expense. Please note that the law requires that the deductible amount of any trade association dues must be reduced to the extent the association incurs expenses during the year for certain specified legislative and political activities. New York Staffing Association estimates that five percent of annual membership dues are used for such activities and therefore will not be deductible.

Membership Year

The New York Staffing Association is based on one calendar year from the time of joining. Dues may be prorated if less than six months are left in the year of application.