



American Staffing Association

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americanstaffing.net

INTERNATIONAL | Membership Application

NAME OF COMPANY (HEADQUARTERS)

MAILING ADDRESS

POSTAL CODE AND COUNTRY

DESIGNATED REPRESENTATIVE (MR./MS./MRS.)

NICKNAME

TITLE

TELEPHONE

FAX

COMPANY WEB SITE ADDRESS

COMPANY E-MAIL

PERSONAL E-MAIL AT COMPANY

COMPANY PROFILE

What year did your company open?

In how many countries do you operate? (please list countries)

What is your firm's total number of offices (including your headquarters office)?

How did you hear about ASA? (e.g., ASA member, mailing, fax, Web site)

What is your primary reason for joining ASA?

Is your company a member of any other staffing industry organization?

Yes No

If yes, please list:

Does your firm have staffing firm operations in the United States?

Yes No

If yes, please list the name(s) of the firm(s):

## SERVICES AND OCCUPATIONS

Indicate the type(s) of staffing services (1-9) and occupations (A-G) your firm provides by noting what percentages of your total sales they represent. See back of application for definitions. Each group should total 100%.

### Services

- |                                |         |
|--------------------------------|---------|
| 1. Human Resource Consulting   | _____ % |
| 2. Long-Term and Contract Help | _____ % |
| 3. Managed Services            | _____ % |
| 4. Outplacement                | _____ % |
| 5. Payrolling                  | _____ % |
| 6. PEO (Employee Leasing)      | _____ % |
| 7. Recruitment and Placement   | _____ % |
| 8. Temporary Help              | _____ % |
| 9. Temporary to Hire           | _____ % |

Total = 100%

### Occupational Categories

- |                            |         |
|----------------------------|---------|
| A. Health Care             | _____ % |
| B. Industrial              | _____ % |
| C. Information Technology  | _____ % |
| D. Office-Clerical         | _____ % |
| E. Professional-Managerial | _____ % |
| F. Technical               | _____ % |
| G. Other _____             | _____ % |
- (please specify)

Total = 100%

## CALCULATION OF DUES INVESTMENT

### Base Payment

- \$550 (office only in one country)  
\$1,050 (offices in two or more countries)

**A**

\$

### Additional Payment for Mailings (optional)

- Charge for additional offices to receive mail is \$100 for each mailing address

**B**

\$

### Total Amount Due

**C**

\$

## PAYMENT

### Method of Payment:

- Check payable to American Staffing Association (U.S. \$)  
 American Express     MasterCard     Visa

Check or credit card # \_\_\_\_\_ Exp. date \_\_\_\_\_

Phone \_\_\_\_\_ Security code\* \_\_\_\_\_

Cardholder name \_\_\_\_\_

Signature \_\_\_\_\_

Billing address \_\_\_\_\_

**Send payment to ASA Membership Dues, 277 S. Washington St., Suite 200, Alexandria, VA 22314-3675.**

\*Visa and MasterCard: Last three digits on the back of the card. American Express: Four digits in small print on the front of the card.

## SIGNATURE

I certify that the information used to compute the above dues is true and correct. By joining ASA, I acknowledge that the terms and conditions of membership are governed by the ASA bylaws.

\_\_\_\_\_  
Signature of company's designated representative

\_\_\_\_\_  
Date

## WHAT YOU NEED TO KNOW ABOUT MEMBERSHIP

### Code of Ethics and Good Practices

ASA members agree to abide by the association's Code of Ethics and Good Practices. Any violation of the code may result in the loss of ASA 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 ASA.

To become an international member, the corporate headquarters of a staffing company must be located outside the United States and have no U.S. staffing operations. Only the headquarters office may become an international member. If the applying company has any U.S. staffing operations, its U.S. entity must already be an active member. No staffing firm shall be eligible for ASA 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 providing products or services to the staffing industry.

### Dues Structure

The dues investment for an international member is \$550 annually if the company operates in one country only, or \$1,050 annually if the company operates in two or more countries.

### Administrative Procedures

International membership is a nonvoting membership in the association. An international member's branch, franchised, and licensed operations are entitled to take advantage of member rates for all ASA publications and services. The international member's headquarters office will receive all ASA mailings if it operates in only one country. If it operates in two or more countries, the headquarters and one other designated office will receive ASA mailings. Any other branch, franchised, or licensed operation of the member company may receive ASA's regular publications for an additional \$100 per location. Please attach a list of any additional offices, including address, phone, fax, e-mail, and contact person. To protect the integrity of your firm's membership record, all changes in address and contact information must be submitted in writing to ASA.

### Tax Deductions

Dues and other contributions or gifts paid to ASA are not tax deductible as charitable contributions; however, they may be tax deductible as ordinary and necessary business expenses. Federal tax law disallows deductions related to certain types of lobbying and political activities. While most of ASA's lobbying and political activities are not subject to this limitation, ASA estimates that in 2009, 8% of dues revenue will be used for activities that cannot be deducted. Therefore, 92% of your dues may be deductible as a business expense for federal tax purposes.

### Membership Year

ASA membership is based on the calendar year, Jan. 1 to Dec. 31.

## Staffing Services

**Human Resource Consulting:** A staffing firm advises clients on a broad range of work force solutions, including strategies for optimizing staff and skill levels, employee productivity, training, and recruitment and retention.

**Long-Term and Contract Help:** A staffing firm hires its own employees and assigns them to support or supplement a client's work force on longer-term assignments. Employees are recruited, screened, and assigned by the staffing firm.

**Managed Services:** A staffing firm assumes full responsibility for operating a specific client function (e.g., call center) on a continuing basis.

**Outplacement:** A staffing firm provides career transition services, including career counseling, testing, training, interview coaching, and referrals, to assist a client's separating employees.

**Payrolling:** A staffing firm places on its payroll employees recruited or hired by the client. Payrolling is distinguished from PEO arrangements in that the employees generally are on temporary assignments and make up a small proportion of the client's work force.

**Professional Employer Organization (PEO or Employee Leasing):** A business places all or most of its work force on the payroll of a staffing firm, and the staffing firm assumes responsibility for payroll, benefits, and other human resource functions.

**Recruitment and Placement:** A staffing firm finds qualified job candidates and brings them together with potential employers for the purpose of establishing a "permanent" employment relationship.

**Temporary Help:** A staffing firm hires its own employees and assigns them to support or supplement a client's work force to keep fully staffed during busy times, gain special expertise or staff special projects, or fill temporary vacancies. Employees are recruited, screened, and assigned by the staffing firm.

**Temporary to Hire:** A staffing firm employee works for a client for a trial period during which both the employee and the client consider establishing a "permanent" employment relationship.

## Occupational Categories

**Health Care:** Physicians, dentists, nurses, hygienists, medical technicians, therapists, home health aides, custodial care workers, etc.

**Industrial:** Manual laborers, food handlers, cleaners, assemblers, drivers, tradesmen, machine operators, maintenance workers, etc.

**Information Technology:** Consultants, analysts, programmers, designers, installers, and other occupations involving computer sciences (hardware or software) or communications technology (Internet, telephony, etc.).

**Office–Clerical:** Secretaries, general office clerks, receptionists, administrative assistants, word-processing and data entry operators, cashiers, etc.

**Professional–Managerial:** Accountants, bookkeepers, attorneys, paralegals, middle and senior managers, advertising and marketing executives, and other nontechnical occupations that require higher skill or education levels.

**Technical:** Engineers, scientists, laboratory technicians, architects, draftsmen, technical writers and illustrators, and other individuals with special skills or training in technical fields involving math or science (not including information technology).



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