

CORPORATION DETAILS

Corporation Name _____

Corporation Trading Name _____

Does the corporation have any other brands or subsidiaries? Yes No

Postal Address _____

Suburb _____

State _____

Postcode _____

Country _____

Physical Address _____

Suburb _____

State _____

Postcode _____

Country _____

Phone _____

Email _____

Website Address _____

ABN _____

ACN _____

New Zealand Business Number _____

Date Corporation Established _____

Type of Legal Entity Pty Ltd/Private Company Publicly Listed Company Trust Sole Trader Partnerships

Please list other associations and industry groups your corporation maintains membership with.

NB: These may be contacted and asked to provide advice as to whether there is any reason known to them as to why corporate membership of RCSA ought not be conferred.

KEY CONTACTS

NB: Formal communications regarding membership, including renewals will be addressed to the Membership and Accounts contact.

Membership Name _____	Position Title _____
Phone _____	Email _____
Accounts Payable Name _____	Position Title _____
Phone _____	Email _____
Finance & Payroll Lead Name _____	Position Title _____
Phone _____	Email _____
Director/CEO/MD Owner Name _____	Position Title _____
Phone _____	Email _____
HR/Workforce Lead Name _____	Position Title _____
Phone _____	Email _____
Learning & Development Lead Name _____	Position Title _____
Phone _____	Email _____
Marketing Lead Name _____	Position Title _____
Phone _____	Email _____
Operations Lead Name _____	Position Title _____
Phone _____	Email _____
Sales Lead Name _____	Position Title _____
Phone _____	Email _____

CORPORATION PROFILE

Please provide a description of your corporation (1,900 character limit)

Company Facebook URL _____
Company LinkedIn URL _____
Company Twitter URL _____

ORGANISATION STRUCTURE

Please indicate the number of staff, offices and regions you operate in. **NB:** Staff members are considered to be your direct employees for the purposes of membership. Do not include on-hired personnel.

SINGLE OFFICE

Any Location

1–3 Staff

Within 70km of nearest Capital City

4–10 Staff 11+ Staff

Outside 70km of nearest Capital City

4–10 Staff 11+ Staff

MULTIPLE OFFICES (SPECIFY NUMBER OF OFFICES IN EACH LOCATION)

VIC / TAS _____

QLD / NT _____

NSW / ACT _____

WA _____

SA _____

NZ _____

Are you a franchisee or franchisor? Yes No

Please indicate here contact details for **multiple offices** and/or attach a list of your multiple office locations including full details of nominated representative for each location (name, position title, postal address, email and phone number).

Contact Name _____

Title _____

Phone _____

Email _____

Address _____

Suburb _____

Postcode _____

Country _____

Please indicate here contact details for **subsidiary offices** and/or attach a list of subsidiary locations including full details of nominated representative for each subsidiary (name, position title, postal address, email and phone number).

Contact Name _____

Title _____

Phone _____

Email _____

Address _____

Suburb _____

Postcode _____

Country _____

HOW DID YOU LEARN ABOUT RCSA MEMBERSHIP?

At an RCSA event Industry publication RCSA website Newshub email RCSA Journal

Referred by a colleague/friend Other _____

Referrer Name _____

Referrer Company _____

CORPORATION SURVEY

What does your corporation wish to achieve by participating as an RCSA Corporate member?

Why do you believe it is important to have an industry body such as RCSA?

MEMBER GROUPS

As part of RCSA Corporate membership please tick the box if you would like to join either or both of these groups, the Association of Medical Recruiters of Australia and New Zealand (AMRANZ) and the Association of Nursing Recruitment Agencies (ANRA).

AMRANZ

ANRA

SPECIALISATIONS (TICK ONLY YOUR TOP 7)

<input type="checkbox"/> Accounting	<input type="checkbox"/> Engineering/Technical/Mining	<input type="checkbox"/> Logistics
<input type="checkbox"/> Admin/Office support	<input type="checkbox"/> Executive search	<input type="checkbox"/> Maintenance contracting
<input type="checkbox"/> Aged/Disability care	<input type="checkbox"/> Finance/ Banking	<input type="checkbox"/> Manufacturing
<input type="checkbox"/> Agriculture	<input type="checkbox"/> Finance/ Banking/ Accounting/ Superannuation	<input type="checkbox"/> Occupational rehabilitation/ Return to work management
<input type="checkbox"/> Allied health	<input type="checkbox"/> Food production	<input type="checkbox"/> Online job board
<input type="checkbox"/> Animal health / Veterinary	<input type="checkbox"/> Generalist	<input type="checkbox"/> Payroll outsourcing
<input type="checkbox"/> Automation/Electronic/Technology	<input type="checkbox"/> Government	<input type="checkbox"/> Publishing/Printing
<input type="checkbox"/> Automotive/ Auto parts	<input type="checkbox"/> Graduate positions	<input type="checkbox"/> PR/Promotions
<input type="checkbox"/> Beauty/Hair care	<input type="checkbox"/> Health & safety	<input type="checkbox"/> Real estate/Property
<input type="checkbox"/> Business support	<input type="checkbox"/> Health/Medical/Pharmaceutical	<input type="checkbox"/> Recruitment to recruitment
<input type="checkbox"/> Call centre/Customer service	<input type="checkbox"/> Hospitality/Catering	<input type="checkbox"/> Retail/Fashion
<input type="checkbox"/> Childcare/ Nannies	<input type="checkbox"/> HR/Recruitment services	<input type="checkbox"/> Sales/Marketing
<input type="checkbox"/> Cleaning	<input type="checkbox"/> Immigration	<input type="checkbox"/> Science/Technology
<input type="checkbox"/> Communications/Media/Advertising	<input type="checkbox"/> Indigenous recruitment	<input type="checkbox"/> Security
<input type="checkbox"/> Construction/Trade services	<input type="checkbox"/> Industrial	<input type="checkbox"/> Shipping/Transport
<input type="checkbox"/> Defence force	<input type="checkbox"/> Insurance	<input type="checkbox"/> Sport/Entertainment
<input type="checkbox"/> Disability/Disadvantaged employment	<input type="checkbox"/> IT/Telecommunications	<input type="checkbox"/> Storage/Distribution
<input type="checkbox"/> Education	<input type="checkbox"/> Legal services/Compliance	<input type="checkbox"/> Supply chain services
<input type="checkbox"/> Electrical contracting	<input type="checkbox"/> Library/Records management/ Information management	<input type="checkbox"/> Travel/Tourism
<input type="checkbox"/> Oil/Gas		

BUSINESS FUNCTIONS

<input type="checkbox"/> 457 Labour Agreement Services	<input type="checkbox"/> Employment Consulting Services	<input type="checkbox"/> Permanent Recruitment Services
<input type="checkbox"/> Contracted Services	<input type="checkbox"/> On-hired Employment Services	<input type="checkbox"/> Recruitment Process Outsourcing
<input type="checkbox"/> Contractor Management Services	<input type="checkbox"/> Overseas Recruitment Services	<input type="checkbox"/> Workforce Consulting Services

EMPLOYMENT AGENT LICENSING

ACT State License Number	<input type="checkbox"/> Not Applicable
SA State License Number	<input type="checkbox"/> Not Applicable
WA State License Number	<input type="checkbox"/> Not Applicable

LABOUR HIRE LICENSING

QLD Labour Hire Licensing Number		<input type="checkbox"/> Not Applicable
SA Labour Hire Licensing Number		<input type="checkbox"/> Not Applicable
VIC Labour Hire Licensing Number		<input type="checkbox"/> Not Applicable

PAYROLL TAX

Payroll Tax Number		<input type="checkbox"/> Not Applicable
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THE FOLLOWING INSURANCES AND POLICIES ARE IN PLACE

Workers Compensation Insurance (AUD) Accident Compensation Corporation (ACC) (NZ)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> In Development
Professional Indemnity	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> In Development
Public Liability	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> In Development
WHS Policy	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> In Development
Complying Super Fund / Kiwi Saver	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> In Development
Collection Statement & Privacy Policy	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> In Development
Equal Employment Opportunity Policy	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> In Development
Quality Standard	<input type="checkbox"/> Yes	Specify: _____	

DECLARATION

For the purposes of the questions below "Associated Entity" means any entity or person with whom you are or have been associated by virtue of any office holding, management position, consultancy or employment.

To the best of your knowledge, information and belief, and so far as you may lawfully be required and permitted to disclose:

1. Are you or any Associated Entity presently, or have you or any Associated Entity within the last [five years] been the subject of any:

(a) prosecution under any law regulating employment agencies either in Australia, New Zealand or another country?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Would like to discuss
(b) sanctions imposed by any body with lawful authority to impose sanctions under a responsibility to regulate or moderate professional or ethical conduct in the employment services industry either in Australia, New Zealand or another country?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Would like to discuss
(c) complaint of unsatisfactory, unprofessional or unethical conduct accepted for investigation, hearing or determination under the procedures of any mandatory, voluntary, industry or association code for the regulation or moderation of professional conduct in the employment services industry either in Australia, New Zealand or another country?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2. Are you aware of any circumstance that may give rise to any such prosecution, sanctions or complaint?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

DECLARATION

3. Within the last 3 years have you (or any person involved in your management), or has any business with which you (or any persons involved in your management) have been associated, been declared insolvent or taken advantage of any law relating to insolvency?

Yes

No

Would like to discuss

4. Except to the extent to which spent convictions or clean slate laws provide relief from disclosure, within the last 3 years have you, or have any of your current Directors or managers, been or are you or they currently being prosecuted for a breach of any law relating to:

Yes

No

Would like to discuss

- Employment protection, Wages protection, Industrial obligations or industrial action
- Work health and safety
- Taxation or other revenue obligations (whether Federal, State, Territory or National)
- Consumer protection or fair trading (including employment agency laws and licence conditions)
- Human rights, discrimination, freedom of association, assault, harassment or vilification
- Competition
- Human trafficking, exploitation of prostitution or forced labour of any kind
- Immigration
- Executive Directors' and officers' duties under corporations of company law
- Fraud, dishonesty, theft or corruption
- Telecommunications, spam or privacy
- Sexual offences

I declare that I have read and understand the RCSA's Constitution and By-Laws, RCSA Code for Professional Conduct and Disciplinary & Dispute Resolution Procedures.

- RCSA Code for Professional Conduct
- RCSA Disciplinary & Dispute Resolution Procedures
- RCSA Constitution
- RCSA By Laws

I declare and confirm that, as the nominated Executive Director/Company Secretary / Authorised Officer on behalf of the Company, that the Corporation will not engage any officer, employee or contractor in or about the performance of any employment service (as that term is outlined in the RCSA Code for Professional Conduct, Disciplinary & Dispute Resolution Procedures, Constitution and By-Laws) unless reasonably satisfied that such person has first read and understood the RCSA Code for Professional Conduct and has agreed not to act in any manner that may cause the Corporation to breach these obligations under them.

I declare that all information provided is true and correct.

Position (Executive Director/Company Secretary/Authorised Officer) _____

Name _____

Signature _____

Date _____

ELEGIBILITY

A corporation (or a Crown agency) that is substantially engaged and trading in the 'Industry'* meaning the on-hire, recruitment, contracting and consulting industry across Australia and New Zealand including, without limitation, the provision of recruitment, HR Consulting, on hire and staffing services.

As outlined in the RCSA By Laws, membership for a single office of a multi-office organisation cannot be accepted.

The RCSA requires that one Executive Director/Company Secretary / Authorised Officer must complete and pass the RCSA Code for Professional Conduct online training to join as a member. A link will be provided for your completion, upon receipt of this application.

An Executive Director, owner/operator or senior manager working within your organisation must have a minimum of 2 years' relevant, recent and ongoing recruitment industry* experience; **OR** proof of completion of the RCSA Recruitment Consulting Certificate; **OR** proof of completion of a minimum HR undergraduate degree.

Corporate members must satisfy themselves that staff have read, understood and completed the online RCSA Code for Professional Conduct training every two years or more frequently as RCSA may require. An e-certificate will be automatically generate on completion of the self-assessment.

If the applicant seeks an exception to the Membership Extension Principle pursuant to the By-Laws, the applicant agrees to be answerable for and remain liable to the imposition of sanctions in respect of any Subordinate (within the meaning of the By-Laws) whose conduct is inconsistent with the RCSA Code for Professional Conduct.

Members are reminded that Principle 7 of the RCSA Code for Professional Conduct, states that:

- Members must work diligently to develop and maintain a satisfactory and up to date level of relevant professional knowledge.
- Members must ensure that their staff members are adequately trained and skilled to undertake their responsibilities.

It is the responsibility of the member to advise the RCSA of any changes in ownership, management or control or contact details changes in writing.

Check List

- Have you attached a copy of your Executive Director/Company Secretary / Authorised Officer's CV or LinkedIn profile?
- Have the Executive Directors/Company Secretary / Authorised Officer signed the declaration page 1 ?
- If you are a new start up, have you enrolled in the RCSA Recruitment Consulting Certificate?

Please provide detailed background information about an Executive Director, owner/operator or senior manager working within your organisation that has a minimum of 2 years' relevant, recent and ongoing recruitment industry* experience;

- OR** proof of completion of the RCSA Recruitment Consulting Certificate;
- OR** proof of completion of a minimum HR undergraduate degree.

* 'Industry' means the on-hire, recruitment, contracting and consulting industry across Australia and New Zealand including, without limitation, the provision of recruitment, HR Consulting, on hire and staffing services.

When providing the completed version of this form to the RCSA, please include a digital version of your company logo (.jpg or .png). Please ensure this image is now wider than 250pxl.

Insert link to LinkedIn profile or attach CV

APPLICATION FEE PAYMENT DETAILS

We authorise the RCSA to deduct **\$250 plus GST** (where applicable) from the nominated credit card to commence the RCSA Corporate membership application process. **This fee is non-refundable.**

Payment Type Credit Card

Card Type VISA Mastercard American Express

Card Number _____

Name on Card _____

Expiry Date _____

CVC _____

Signature _____

Date _____

MEMBERSHIP FEE PAYMENT DETAILS

Payments for annual or pro-rata Membership investment may be made using this form. Please indicate payment method. **Correct payment amount may be obtained from info@rcsa.com.au or +61 3 9663 0555**

Payment Type Credit Card Direct Deposit

Card Type VISA Mastercard American Express

Card Number _____

Name on Card _____

Expiry Date _____

CVC _____

Signature _____

Date _____

Collection Statement: RCSA is concerned with the protection of your privacy. We support the Privacy Principles contained in the Privacy Act (Cth), as amended. RCSA collects and stores your personal information for the purposes of providing membership services, education and training programs, and improving and promoting products and services, and membership status in various ways. For full details of our Privacy Policy refer to our website www.rcsa.com.au or phone RCSA on +61 3 9663 0555