



ITCRA

Membership Application

Information Technology Contract & Recruitment Association
www.itcra.com



Application for ITCRA Membership

Dear Industry Colleague,

Please allow me to introduce you to the *Information Technology Contract & Recruitment Association (ITCRA)*. Our website (www.itcra.co.nz) will introduce you to those companies and their leaders in the industry that have been involved in establishing ITCRA and developing the Association's range of products, services and activities.

Membership of ITCRA entitles you to attend its general meetings, to vote and be elected onto the Board at the Annual General Meeting (general members only), to participate in ITCRA professional development, industry forums and other events and to enjoy all the benefits of membership.

Attached is an *Application Form*, a summary of the Association's *Code of Conduct* and a short statement the signing of which will indicate your commitment to abide by the *Code of Conduct*. The full *Code of Conduct* is available in the **Library** under **Member Services** on our website (www.itcra.com). Please take your time to read through this material and when you are ready, return the *Application Form* and the *Agreement* to the address shown below.

When your membership has been accepted an invoice will be forwarded to you and on payment you will be presented with a framed certificate of membership and a summary *Code of Conduct* to display in your organisation's office. Other materials, such as the membership logo, that you may wish include on your display advertisements, bid responses and website will also be forwarded to you.

The secretariat under the leadership of Danika Bakalich, (Chief Executive Officer) will be instrumental in continuing to drive our membership growth, establishing our reputation in the market and representing your interests with industry and government bodies. If you have any queries, please contact her on + 61 3 8622 4700.

We look forward to receiving your company's application for membership of ITCRA and to your participation in these activities.

Yours sincerely,

Jeff Jackson
Chair, New Zealand Council

**Information Technology
Contract & Recruitment
Association**
Assoc. No. A0037348L

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Melbourne, VIC, 3000.

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Facsimile +61 3 9600 1950
Email info@itcra.com

www.itcra.com
www.it2.com.au
www.it2.co.nz

MEMBERSHIP APPLICATION

Part A:

1. **Company Name:**
2. **NZ Company Inc No:**
3. **Date:**/...../.....
4. We hereby apply for membership of ITCRA
in the:..... category. (*indicate **General** or **Affiliate** see Note 2. below*)
5. We hereby certify that our company has: employees. We therefore
apply for membership in the - employee category.
(*Include in your count all employees whether or not involved in recruitment. See **Part C: (2)**
Certification of Employee Count which must be completed for the application to be valid*)
6. Upon approval of your membership application you will be invoiced for the
membership rate corresponding to your employee category as listed below.

Notes:

1. *Once the ITCRA Secretariat receives an application for membership, it is evaluated. Subject to that process, it is put to the next meeting of the ITCRA Council with a recommendation for acceptance. Applicants are notified of the Council's decision shortly after that meeting.*
2. **General Membership** is for IT contract and recruitment agencies.
Affiliate Membership is for companies other than agencies who supply services to the recruitment industry.
3. **Membership Subscriptions**

No. of Employees	General Members Amount
1 – 5	\$1,0 00
6 – 10	\$2,100
11 – 25	\$4,300
26 – 50	\$7,500
51 – 100	\$10,800
101 +	\$12,800
Affiliate Members:	\$2,000

4. *Complete all parts and return to:
ITCRA, Suite 314, Level 3, 343 Little Collins St, Melbourne, VIC, 3000.
Phone: (03) 8622 4700 Fax: (03) 9600 1950
Email: info@itcra.com Web : www.itcra.com*

7. Has your company or any of its principals ever been the subject of civil or criminal legal proceedings where judgment or a finding of guilt was made against the company or any of its principals?

8. If the answer to 7. above is "Yes", please describe here (or if there is insufficient space, in an attached document) the nature of that action and its outcome. Please supply any available documents to substantiate your comments.

9. List here the names and contact details of your three client referees and attach their written references to your application.

Client 1:

Referee Name:

Company Name:

Company Address:

Phone Number:

Client 2:

Referee Name:

Company Name:

Company Address:

Phone Number:

Client 3:

Referee Name:

Company Name:

Company Address:

Phone Number:

**Part C: (1) Agreement to abide by the *Code of Conduct* and
(2) Certification of Employee Count**

(1) I have read and understand the *Code of Conduct* of the Information Technology Contract & Recruitment Association and agree, as a condition of our membership of the Association, to commit our company to this code and to the behaviours and standards that it describes. I will ensure that, as far as is reasonably possible, my employees and I will follow this *Code of Conduct*. (See *Code of Conduct Summary* attached)

(2) I have carefully conducted a count of the number of employees in my company for the purpose of providing the information required in **Part A: 5.** above.

I hereby certify that the information entered is true and correct at the date of this application.

I undertake to inform the Association's Secretariat if the number recorded there changes to the extent that my company's membership category is no longer appropriate.

Signed:

Name:

Position:

Company:

Date:/...../.....

Part D: ITCRA Member Contact Details



COMPANY:			
Head office address:			
PHONE:		Fax:	
Email:	Website:		

Preferred Contact Person:

Name:	TITLE:
Email:	PHONE:

Alternate Contact Person (if applicable):

NAME:	TITLE:
EMAIL:	PHONE:

BRANCH OFFICES:

Contact Person	Title	Email	Phone	Address

Who is the best person to contact in regards to:

	Contact Person	Title	Email	Phone	Branch
Accounts					
Certification					
SkillsMatch					
IT2					

Attachment: Code of Conduct (Summary)

ITCRA members will:

- Commit their company and its employees to this Code of Conduct
- Represent the best interest of their clients by acting as an effective extension of their client's recruitment function
- Respect every confidence entrusted by their clients
- Not advertise in a misleading manner and shall advertise only bona fide positions
- Either in their advertising indicate that they are a recruitment consultancy or this will be clearly revealed upon inquiry
- State their charges and terms of business to their clients prior to the commencement of an assignment
- Not demean or criticise a recruitment or consulting firm to bring discredit upon the contract and recruitment profession or ITCRA members
- State to the client as accurately and fully as possible, or as requested, a candidate's employment record, qualifications and salary requirements
- Serve candidates in good faith and preserve their right to use their abilities to further their careers
- Treat in confidence information relating to candidates or clients
- Not charge fees of candidates for registration or placement
- Not induce clients or contractors (in cash or in kind) to secure placements with a client
- Not jeopardise a candidate's current employment
- Not solicit a candidate for another position while still in the employment of the client with whom the member has placed him or her
- Not contact previous candidates or employer's clients within a six-month period of leaving such employment
- Not entice a contractor to breach his or her contract with another agency or with a client.