

MEMBERSHIP APPLICATION

ACF-EUROPE

This application must be duly filled in and signed. Please see page 3 for conditions and further instructions.

Firm name:	
Headquarters address:	
City and postal code:	
Country:	
Telephone (incl. country code):	
Telefax (incl. country code):	
Website:	
E-mail address:	
Principal contact name:	
Title:	
Phone:	
E-mail:	
Alternate contact name:	
Title:	
Phone:	
E-mail:	



1. Date on which the firm was founded?	
2. Years providing career management consulting professional services	
3. Has the firm previously done business under any other name? <i>If yes, please provide prior firm name and dates (attach additional sheets as necessary)</i>	
4. Is your firm a subsidiary of another organisation? <i>If yes, please attach parent company information brochure</i>	
5. Company information: a. Total fulltime salaried professional staff b. Number of professional staff with 2 or more years career management consulting experience principally engaged in this activity today c. Number of support staff <i>Note: you may be eligible for associate membership if staffing, experience and activity requirement is not met. Associate membership is reviewed every two years.</i>	
6. How many offices has your firm?	Europe: North America: Other international:
7. Confirm your firm has adequate resources to continue in business for the next 12 months	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Does your firm accept fees paid by individuals for outplacement services?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. List the consulting services your firm provides: Name of service: a. b. c. d. e. f.	Percentage of total business: _____% _____% _____% _____% _____% _____%
10. What is the range of your firm's revenues in the past two years (please tick one)	<input type="checkbox"/> Less than € 500,000 <input type="checkbox"/> € 500,000 – € 1,000,000 <input type="checkbox"/> € 1 M – € 2 M <input type="checkbox"/> € 2 M – € 5 M <input type="checkbox"/> € 5 M – € 20 M <input type="checkbox"/> More than € 20 M



Association of
Career Firms
EUROPE

11. What do you expect from ACF?

I have read the ACF INTERNATIONAL Bylaws including the Standards of Professional Practice and Code of Ethics, plus the summary of membership conditions and my firm understands and supports them. I understand that member firms undertake outplacement work only from corporations and organisations. Fees are only accepted from individuals commissioning outplacement services for themselves (retail outplacement) where the member firm has different premises, different professional staff and trades under a different name.

Authorised Firm Representative Signature:

Date:

Conditions

The membership fee for ACF-Europe amounts to € 400 for headquarters office and € 100 for each branch office, excluding VAT. Dues are based on the number of offices your firm has and their location.

Dues payment should accompany this application. Dues are for 12 calendar months from the date received.

The Association of Career Firms Europe (ACF-EUROPE) reserves the right to request further information from membership applicants for the purpose of confirming the information contained above. Processing your membership application requires 45-60 days. If you are not accepted for membership, your payment will be refunded less a € 200 administrative fee.

Please fax your application and dues payment to:

ACF-Europe, fax number + 31 70 35 85 880, for the attention of Mr. Frank Ebbing, Chairman.

Bank details:

ABN AMRO Bank

Branch Office Stevinstraat, The Hague, The Netherlands

IBAN: NL93 ABNA 0591 948 273

BIC: ABNANL2A

Association of Career Firms Europe

European Secretariat: Badhuisweg 84 - 2587 CL The Hague - The Netherlands

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