

**NATIONAL ASSOCIATION OF EXECUTIVE RECRUITERS  
(NAER)  
MEMBERSHIP APPLICATION FORM**

I hereby certify that:

I am a *principal* of \_\_\_\_\_ executive search firm. We are in the business of recruiting executives exclusively for the employment and benefit of the employers, are client-driven, and do not engage in mass mailing of resumes as a matter of standard operating procedure. I understand that membership in NAER is based solely on the professionalism displayed by our firm. We abide by the National Association of Executive Recruiter's Code of Ethics and Professional Practice Standards.

**CODE OF ETHICS AND PROFESSIONAL PRACTICE STANDARDS**

The code of ethics, as practiced by the National Association of Executive Recruiters, comes from the belief that sound and ethical practice is good business. Confidence and respect are indispensable to our success and many intangibles of our service to clients and candidates involve relationships dependent upon good faith. NAER and its members encourage fair competition among executive search consultants. We hold that these professionals should compete on merit and not by attempts at discrediting or disparaging a competitor, their work, directly or by inference, or by circulating unwarranted claims about another organization. Neither NAER, nor any member, shall engage in such activities which violate antitrust laws.

Business promotion and development shall be conducted forthrightly by members with no misrepresentations (expressed or implied) which might mislead clients and/or candidates. Specifically, members will not knowingly create or pursue claims insufficiently supported or that distort the true meaning or practicable interpretation of statements made by a professional authority.

Communication between members and clients or members and candidates shall be objective and accurate:

- Clients, the position, and candidates shall be represented honestly and factually;
- Members shall honor the confidentiality of proprietary information received from clients and candidates;
- Members shall conduct comprehensive reference checks of candidates prior to final selection by clients.
- Members shall refrain from soliciting candidates from client companies.

Members shall refrain from using sourcing techniques that involve pretext or falsehood.

Potential conflicts of interests due to business relationships between members and candidates shall be disclosed to clients before candidate presentations.

I understand that my membership in the NAER would be suspended:

- If I fail to pay any dues or any assessments made within the authority of the Bylaws of the Association within sixty (60) days after payment thereof shall be due;
- If I fail to conform with the provisions of the Bylaws of the Association;
- For any conduct unbecoming a member in this Association or calculated to bring this Association into disrepute;
- For violations of the Association's Code of Ethics or Professional Practice Standards.

**I hereby request to join the NATIONAL ASSOCIATION OF EXECUTIVE RECRUITERS (NAER) as a Member and promise to abide by its Code of Ethics and Professional Standards:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Year Established: \_\_\_\_\_ Parent Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_ Web Site: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Information about the soliciting Principal:**

Title: \_\_\_\_\_

Length of time with firm: \_\_\_\_\_

Length of time in executive search: \_\_\_\_\_

Please include a brief biographical sketch of all firm principals.

**Information about your firm:**

Specializations: \_\_\_\_\_

Industries: \_\_\_\_\_

Number of Consultants: \_\_\_\_\_ In-house Researchers: \_\_\_\_\_ Administrative: \_\_\_\_\_

Nature of Business/Current Mix of Business:

\_\_\_\_ Retained Executive Search \_\_\_\_\_ %  
\_\_\_\_ Contingency recruiting \_\_\_\_\_ %  
\_\_\_\_ Consulting \_\_\_\_\_ % Please specify \_\_\_\_\_

\_\_\_\_ Other types of business \_\_\_\_\_ % Please specify \_\_\_\_\_

Minimum Salary Level of Executive Searches: \_\_\_\_\_

Average Salary Level of Executive Searches: \_\_\_\_\_

Method of Invoicing:

\_\_\_\_\_ Percentage of Compensation \_\_\_\_\_ %  
\_\_\_\_\_ Time Rate \_\_\_\_\_ per hour \_\_\_\_\_ per day  
\_\_\_\_\_ Flat rate \_\_\_\_\_ %

Stated Off Limits Policy: \_\_\_\_\_ yes \_\_\_\_\_ no

Please attach a typed/printed list of at least five (5) clients for which you have conducted senior-level assignments within the prior 24 months. Please include the following:

- Full name of client contact
- Title of client contact
- Type of search conducted
- Telephone number and fax number for client
- E-mail address for client
- Client's complete address including postal code and country

Please include any marketing literature, brochures, staff backgrounds, client lists, or any other information that may help us evaluate your firm's business.

Please include a copy of your Off-Limits policy.

## AUTHORIZATION FOR REFERENCES VERIFICATION

The facts set forth in this application for membership are true and complete to the best of my knowledge. I agree that falsified information or significant omissions may be considered justification for dismissal if discovered at a later date. I further understand that this application is not, nor is it intended to be, a guarantee of acceptance as a member of the NAER organization. You are hereby authorized to make any investigations of my personal and professional history through any investigative agency or bureaus of your choice. This inquiry, if made, may include information as to my character and general reputation. I understand that I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of any such investigative report that is made.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### **Note to Applicant:**

A selection committee will evaluate your application, call references, etc. You will be asked to visit one conference prior to your joining NAER, so that both you and NAER will have the opportunity to evaluate the possibility of membership. Once you are accepted as a full member the annual membership fee is due prorated at the point of acceptance.