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### Employment Agencies (Temporary Clerical or Retail) Application

Applicant's Name	_____
	_____
Mailing Address	_____
	_____
Location	_____
	_____
Web site Address	_____

Agency Name	_____
Agent	_____
Address	_____
	_____
E-mail	_____
Phone	_____

**PROPOSED EFFECTIVE DATE:** From \_\_\_\_\_ To \_\_\_\_\_ 12:01 A.M., Standard Time at the address of the Applicant

PLEASE ANSWER ALL QUESTIONS—IF THEY DO NOT APPLY, INDICATE "NOT APPLICABLE."

**Applicant is:**    Individual    Corporation    Partnership    Joint Venture  
 Limited Liability Company    Other (Specify): \_\_\_\_\_

**Limits Of Liability & Deductible Requested:**

General Aggregate (other than Products/Completed Operations)	\$
Products & Completed Operations Aggregate	\$
Personal & Advertising Injury (any one person or organization)	\$
Each Occurrence	\$
Damage To Premises Rented To You (any one premise)	\$
Medical Expense (any one person)	\$
Other Coverage, Restrictions, and/or Endorsements: _____	\$
Deductible	\$

**1. Additional locations not shown above:** \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**2. Contact person:** \_\_\_\_\_ Title: \_\_\_\_\_  
Daytime phone number: \_\_\_\_\_ Nighttime phone number: \_\_\_\_\_  
Fax number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

3. Length of time in business: \_\_\_\_\_ years. Years of experience in this field: \_\_\_\_\_.

4. Does the applicant carry Workers' Compensation? .....  Yes  No  
 If yes, is coverage provided for temporary employees? .....  Yes  No

5. Do any of the temporary employees hold professional licenses or certificates?.....  Yes  No  
 If yes, describe: \_\_\_\_\_

6. Are reference and background checks required on all temporary employees?.....  Yes  No

7. Is any assignment of temporary employees longer than six months? .....  Yes  No

8. Do you lease employees to others?.....  Yes  No

9. Advise percentage of: Permanent Placement..... \_\_\_\_\_% Temporary Placement..... \_\_\_\_\_%

10. Estimated annual (excluding owner):  
 Payroll: \_\_\_\_\_ Receipts: \_\_\_\_\_ Subcontracted Cost: \_\_\_\_\_

11. Provide payroll breakdown between: Clerical/Retail: \_\_\_\_\_ Non-Clerical/Retail: \_\_\_\_\_

12. Provide payroll breakdown and percentage of operations for each of the following:

	Payroll	%		Payroll	%
Accounting/Finance/Insurance			Food Service/Restaurants		
Administrative			Hospitality		
Architects/Engineers			IT/Software Development/Help Desk		
Attorneys/Paralegals			Janitorial Services		
Banking			Machine Operators (skilled)		
Bartenders/Bouncers			Machine Operators (unskilled)		
Biotech/Research/Science/ Lab Technicians			Marketing		
Building Construction/Skilled Trade			Modeling/Talent/Booking Agencies		
Clerical/Office			Mortgage/Real Estate Brokers		
Client Care			Permanent Placement		
Customer Support			Retail		
Daycare/Nannies/Babysitting			Road Construction		
Drivers/Truckers/Chauffeurs			Security/Protective Services		
Educational/Teachers			Skilled Trade		
Employee Leasing			Other—Describe		
Engineering			Other—Describe		
Farm Labor					

**13. List additional interests:**

Name and Address	Interest

**14. Do all written contracts include a hold harmless clause in your favor?** .....  Yes  No

If no, explain when not required: \_\_\_\_\_

**15. Does applicant have other business ventures for which coverage is not requested?**.....  Yes  No

If yes, please explain and advise where insured: \_\_\_\_\_

**16. Account history for prior five years and projected current year:**

Year	Payroll	Subcontracted Cost	Total Revenue
Current			
1st Prior			
2nd Prior			
3rd Prior			
4th Prior			
5th Prior			

**17. Schedule of Hazards:**

Loc. No.	Classification Description	Class. Code	Exposure	Premium Bases (s) Gross Sales (p) Payroll (a) Area (c) Total Cost (t) Other

**18. Premises information:**

Exposure	Amount Requested	Coins. %	ACV/Repl. Cost	Cause of Loss	Deductible	Special Conditions
Building						
Contents						
Business Interruption						
Other						

Mortgagee or loss payee:

Additional coverages, restrictions and endorsement information: \_\_\_\_\_  
 \_\_\_\_\_

Other carriers participating on risk:  
 1. \_\_\_\_\_ %  
 2. \_\_\_\_\_ %

**19. Prior Carrier Information:**

	Year:	Year:	Year:	Year:	Year:
Carrier					
Policy Number					
Coverage					
Total Premium					

**20. Loss History—Five Year Period:**  **Check if no losses last five years.**

Indicate all claims or losses (regardless of fault and whether or not insured) or occurrences that may give rise to claims for the prior five years.

Date of Loss	Description of Loss	Amount Paid	Amount Reserved	Claim Status (Open or Closed)

**21. Attachments listed below must be included with your submission:**

- a. Details of all losses in excess of ten thousand dollars (\$10,000).
- b. Workers' Compensation schedule showing class codes.

**22. Do you have the following? (If yes, attach copy).**

- a. Independent contractor agreement? .....  Yes  No
- b. Client service agreement? .....  Yes  No

This application does not bind the applicant nor the Company to complete the insurance, but it is agreed that the information contained herein shall be the basis of the contract should a policy be issued.

**FRAUD WARNING:**

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties. **Not applicable in Nebraska, Oregon and Vermont.**

**NOTICE TO COLORADO APPLICANTS:** It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance, and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policy holder or claimant for the purpose of defrauding or attempting to defraud the policy holder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

**WARNING TO DISTRICT OF COLUMBIA APPLICANTS:** It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits if false information materially related to a claim was provided by the applicant.

**NOTICE TO FLORIDA APPLICANTS:** Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony in the third degree.

**NOTICE TO LOUISIANA APPLICANTS:** Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

**NOTICE TO OHIO APPLICANTS:** Any person who knowingly and with intent to defraud any insurance company files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

**NOTICE TO OKLAHOMA APPLICANTS:** Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.

**NOTICE TO MAINE APPLICANTS:** It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties may include imprisonment, fines or a denial of insurance benefits.

**NOTICE TO MARYLAND APPLICANTS:** Any person who knowingly and willfully presents a false or fraudulent claim for payment of a loss or benefit or who knowingly and willfully presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

**FRAUD WARNING (APPLICABLE IN TENNESSEE, VIRGINIA AND WASHINGTON):**

It is a crime to knowingly provide false, incomplete, or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines, and denial of insurance benefits.

**NOTICE OF NEW YORK APPLICANTS (Other than automobile):** Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

APPLICANT'S NAME AND TITLE: \_\_\_\_\_

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Must be signed by an active owner, partner or executive officer.)

PRODUCER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME AND PHONE NUMBER OF INDIVIDUAL TO CONTACT FOR INSPECTION/AUDIT: \_\_\_\_\_

**IMPORTANT NOTICE**

As part of our underwriting procedure, a routine inquiry may be made to obtain applicable information concerning character, general reputation, personal characteristics and mode of living. Upon written request, additional information as to the nature and scope of the report, if one is made, will be provided.