

SUPPLEMENTAL APPLICATION EMPLOYMENT / PLACEMENT AGENCY

Please fully answer all questions and submit all requested information. If no answer is available, please write “not applicable” in the space provided. If more space is required to answer a question, continue on a separate sheet.

THE APPLICANT

1. Name of Firm: _____

2. Please indicate the approximate percentage of your revenues derived from the following (total must be 100%)

Permanent Placements:	%	
Temporary Placements:	%	

CONTRACTS / AGREEMENTS

3. a) If temporary staffing services are provided, do you use written client service agreements? Yes No
- b) If “Yes” do they contain hold harmless clauses in your favour? Yes No
- c) Is direction and control of placed personnel always the responsibility of your client? Yes No

TYPES OF PLACEMENTS

4. Please indicate the percentage of revenues in respect of the following placement (total must be 100%):

Positions	Permanent Placements	Temporary Placements
Office/Clerical/Administrative	%	%
Human Resources	%	%
Information Technology / Data Entry	%	%
Managerial / Executive	%	%
Architects / Engineers	%	%
Finance / Accounting	%	%
Light Manual (warehouse or light industrial)	%	%
Heavy Manual (construction or heavy industrial)	%	%
Drivers / Trucking	%	%
Medical (Doctors, Nurses)	%	%
Other	%	%

If Other, please provide details:

- Do you the appropriate background checks on all prospective personnel, prior to placement? Yes No

If “No”, Please explain:

This Employment / Placement Agency Supplemental Application is attached to and form's part of the Miscellaneous Professional Liability Insurance Application. The undersigned declares that all statements made in the Application and the information contained in documents submitted with it are true. Signing of this document does not bind the Applicant to complete the insurance, but it is agreed that the Application shall be the basis of the contract, should a policy be issued.

Applicant Name: _____ Signature: _____

Title: _____ Date: _____

MUST BE SIGNED BY THE PRESIDENT OR CHAIRPERSON OF THE BOARD OR THE EXECUTIVE DIRECTOR