

**EMPLOYMENT AGENCY/EXECUTIVE SEARCH
SUPPLEMENTAL APPLICATION**

1. Please list the types of positions being filled:

2. Are placements made on a temporary or permanent basis? _____
If both, please assign an approximate percentage for each. _____

3. If temporary placements are made, are subcontractors utilized to perform services required?
() YES () NO

If YES, please submit the following:
(a) sample contract used with subcontractors;
(b) a list of positions filled by subcontractors;
(c) a brief description of services performed relative to each position.

4. Are any tests administered to job applicants? () YES () NO

If YES, please provide a detailed description including the types of testing and details of their administration:

5. Does your firm provide an Employee Leasing service? () YES () NO

6. Does the applicant place any or all of the following professionals? Engineers, Architects, Contractors, Laborers, Doctors, Nurses, other Healthcare Professionals, Nannies, or Lawyers? () YES () NO

If YES, please describe: _____

7. For professionals that are placed on a temporary or permanent basis, do you require that they have individual Malpractice/Professional Liability Insurance? () YES () NO

If YES, please attach details.

8. To complete your application, please attach the following items:
(a) sample contract between yourself and prospective employer;
(b) sample contract between yourself and prospective employee;
(c) sample promotional material/brochures/advertisements utilized.

It is understood and agreed that this supplemental application shall become a part of the application for Professional Liability Errors & Omissions Insurance.

Date

Name of Applicant

Signature of person authorized
to execute on behalf of the Applicant