

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 ( )  
  
If YES, there is another Supplemental Application that must be completed.

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

7. 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 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