



**United States Liability Insurance Group**  
**Employment Agencies/Temporary Personnel Services Executive Search Agencies**

1. Indicate the number and percentage of gross receipts derived from the following:

**Permanent Placements**

|              | <b>No.</b> | <b>Pct.</b> |
|--------------|------------|-------------|
| Clerical     | _____      | _____ %     |
| Professional | _____      | _____ %     |
| Trade        | _____      | _____ %     |
| Other:       | _____      | _____ %     |
| _____        | _____      | _____ %     |

**Temporary Placements**

|              | <b>No.</b> | <b>Pct.</b> |
|--------------|------------|-------------|
| Clerical     | _____      | _____ %     |
| Professional | _____      | _____ %     |
| Trade        | _____      | _____ %     |
| Other:       | _____      | _____ %     |
| _____        | _____      | _____ %     |

2. Attach a list of specifically identifying the types of positions being filled and indicate whether the clients are commercial business or private individuals.

3. If the applicant makes temporary placements, are subcontractors ever utilized to perform the services required?  YES  NO  
 If "Yes", submit the following:

- a) Sample contract used with subcontractors
- b) A list of positions filled be subcontractors
- c) Describe the services to be performed with respect to each position

4. Does the applicant administer tests to job applicant?  YES  NO If "Yes", provide a detailed description including the types of tests and details of their administration.:

5. Attach the following:

- a) Sample contract between applicant and prospective employer
- b) Sample contract between applicant and prospective employee
- c) Sample promotional material/brochures/advertisements used
- d) Do you specialize in placing people in professional positions (i.e. architect, engineer)?

6. Please state your policy of confidentiality.

IT IS UNDERSTOOD THIS SUPPLEMENT BECOMES PART OF APPLICATION FOR BUSINESS ERRORS OR OMISSIONS LIABILITY, AND IS UTILIZED TO DEVELOP INFORMATION UNIQUE TO THE OPERATIONS OF THE APPLICANT.

\_\_\_\_\_ Date

\_\_\_\_\_ Authorized Representative