

**MISCELLANEOUS ERRORS AND OMISSIONS  
LIABILITY INSURANCE POLICY APPLICATION**

**EMPLOYMENT AGENCY/EXECUTIVE SEARCH SUPPLEMENT**

1. Name of **Your** firm: \_\_\_\_\_

2. Please advise the percentage of **Your** activities involving:

Permanent placements \_\_\_\_\_ %

Temporary placements \_\_\_\_\_ %

3. Types of placements (check all that apply):

Perm	Temp		Perm	Temp		Perm	Temp	
<input type="checkbox"/>	<input type="checkbox"/>	Executives/Officers	<input type="checkbox"/>	<input type="checkbox"/>	Clerical/Office	<input type="checkbox"/>	<input type="checkbox"/>	Construction
<input type="checkbox"/>	<input type="checkbox"/>	Doctors/Nurses	<input type="checkbox"/>	<input type="checkbox"/>	Machine Operators (skilled)	<input type="checkbox"/>	<input type="checkbox"/>	Driving/Truckers
<input type="checkbox"/>	<input type="checkbox"/>	Engineers/Architects	<input type="checkbox"/>	<input type="checkbox"/>	Machine Operators (unskilled)	<input type="checkbox"/>	<input type="checkbox"/>	Educational/Teaching
<input type="checkbox"/>	<input type="checkbox"/>	Light Industrial	<input type="checkbox"/>	<input type="checkbox"/>	Research/LabTechnicians	<input type="checkbox"/>	<input type="checkbox"/>	CPAs
<input type="checkbox"/>	<input type="checkbox"/>	Licensed Professionals	<input type="checkbox"/>	<input type="checkbox"/>	Bookkeeping	<input type="checkbox"/>	<input type="checkbox"/>	Other (Please Describe)

4. Provide the percentage of **Your** income derived from:

(a) Candidate-paid fees \_\_\_\_\_ %

(b) Employer-paid fees \_\_\_\_\_ %

5. Do **You** administer job tests to applicants? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please describe types of tests administered:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. FOR TEMPORARY PLACEMENT SERVICES: Advise approximate percentage of payroll to temps as a percentage of gross revenue \_\_\_\_\_ %

6. To complete **Your** application, please attach the following items:

- (a) sample contract/written agreement(s) between **You** and employer,
- (b) time card, including all conditional wording (TEMPORARY PLACEMENTS ONLY),
- (c) promotional material/brochures/advertisements used by **Your** firm.

**NOTE:**

**THIS EMPLOYMENT AGENCY/EXECUTIVE SEARCH SUPPLEMENT IS ATTACHED TO AND FORMS A PART OF THE MISCELLANEOUS ERRORS AND OMISSIONS LIABILITY INSURANCE POLICY APPLICATION. IT IS SUBJECT TO THE SAME PROVISIONS CONCERNING REPRESENTATIONS MADE AS IN THE BASIC APPLICATION. THE APPLICATION INCORPORATING THIS SUPPLEMENT MUST BE SIGNED AND DATED BY A PRINCIPAL, PARTNER, OFFICER OR DIRECTOR OF THE FIRM PRIOR TO ISSUANCE OF THE POLICY.**