



# Temporary Staffing Supplemental Information From

1. Applicant Name \_\_\_\_\_

2. Applicant provides employees for:

Temporary Staffing

Temp to Hire

Permanent Placement

3. How long has the owner(s) been in the industry? \_\_\_\_\_

4. Are there other temporary staffing agencies operating at the same client premises?

Yes No If yes, please provide the name: \_\_\_\_\_

5. Is there common ownership between the applicant and any other company? Yes No

If yes, please complete an [ERM-14](#) documenting the common ownership.

6. List all corporate officers, owners, and/or managers of the applicant.

**Officer/Owner/Manager Name**

**Title**

**Ownership Percentage**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. In the last 3 years, have any of the officers, owners or managers had any ownership in or worked for any other temporary staffing agency? Yes No

If yes, please provide the following information

**Officer/Owner/Manager Name**

**Position**

**Year**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. Where are payroll records for applicant maintained? \_\_\_\_\_

9. Is applicant maintaining payrolls by client and employee classification? Yes No

10. Does the applicant verify the client has a formal safety program? Yes No

11. Do clients sign contracts detailing what tasks will be performed by the employees? Yes No

12. How often are visits made to client locations? \_\_\_\_\_

13. Does applicant have a return-to-work program? Yes No If yes, please provide.

14. Does applicant have a written safety program? Yes No If yes, please provide.

15. Do you have operations/clients in other states? Yes No If yes, please provide proof of coverage for that state.

16. Please provide the website URL for your staffing company: \_\_\_\_\_

17. Temporary Staffing: Please submit a temporary staffing information form for each client.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return Supplemental Application to KEMI Underwriting or Caroline Braun (cbraun@kemi.com).