

TEMP STAFFING SUPPLEMENTAL APPLICATION

1. Complete Applicant Name

2. ASA Member?

3. Brief history of this business entity - date begun, ownership changes, Background and experience of the owners and key managers.

4. Employment practices: Describe recruiting, background checks, interviews, etc.

5. Describe the drug-testing program: Pre-employment, random, for cause, post-accident etc.

6. Describe the training program for new hires, if any:

7. What procedures are followed to qualify and approve a potential client? Are site inspections utilized?

8. Does the insured provide a "return to work early" program after temporary disability injuries is experienced and the worker can do some jobs, but not his old job, and maybe not for his old employer? Such as clerical work in office, etc.

9. Do you have a formal, written safety program?

10. How do you ensure that protective equipment is worn at the job site?

11. Are all temporary employees legally eligible for work in this country? Yes No
How is employment eligibility verified?

Number of Annual W2's _____ 1099's _____

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12. What is your target market?

13. Please provide the following details about your largest client:

Complete Name: _____

Number of years doing business with this client: _____

Number of Employees: _____

14. How many branch offices or locations does your temporary employment agency have?

15. Describe the policy that you have in place to allow in house staff to drive their own vehicles – if to and from work only, to bank, etc. Please describe all cases.

16. Describe the policy that you have in place for temporary employees to drive their own vehicles – please describe all cases.

17. Are there any transportation services provided to temporary workers (to and from work)? Please include types of vehicles – car, van, bus, etc.

What is the maximum radius of travel?

How many temps are allowed in one vehicle?

18. Please complete the following section for the past 3 to 5 years.

Policy Year	Payroll	Premium

19. Please advise if any temps work from their home residence?

Memorandum of Agreement

This memorandum of agreement is to provide a clear understanding of the working relationship between AIA and your staffing agency.

1. Employees will not be placed for work at a client's site until AIA and this temporary service agency have agreed in writing on the placement and on the classification of the occupations involved as well as the suitability of the work to be done.
2. Changes to a client's use of temporary employees or the addition of new classifications for a current client will not occur until AIA and this temporary service agency have agreed in writing on the occupations and classifications for the workers involved as well as the suitability of the work to be done. AIA will respond promptly to agency requests.
3. State unemployment tax forms, employee lists, and basic information about clients and their use of temporaries will be forwarded quarterly if requested by AIA.
4. Information kept for insurance audits will include payrolls for each classification for each client.

Business Name _____

Owner/Manager _____ Date _____

Agent _____ Date _____

For AIA _____ Date _____

AIA has an active workers compensation program for temporary employment agencies. The agencies insured with AIA have a history of reducing worker injuries and compensation costs through active involvement in accident prevention coupled with strong claims management, early return to work programs, and loss prevention assistance. Because the risk of injury is greater where the employer is not on site, extra precautions must be taken to protect the worker from the hazards of the workplace. The documents required to establish the AIA program are designed to make sure that these precautions either are in place or can be easily put in place.

Excluded from participation are all construction, agricultural, trucking, and higher hazard jobs such as working in sawmills or on scaffolds. AIA will typically not approve work that is outdoors and/or unsupervised. Excluded are clients with a history of serious worker injuries. Dockside and boat or barge work locations are also excluded. Excluded occupations and clients must be placed in a separate company—not insured through AIA.