



Detailed Description of Operations: (Please send corporate brochure.)

1. Policyholder is a (please check one): Temporary Employment Agency Employee Leasing Company
2. Is the Temporary Employment Agency/Leasing Company certified? Yes No
Where certified? _____
3. Is the company required to file a bond with Division of Taxation pursuant to R. I. Gen. Laws § 5-7-3? Yes No
If so, name of the bonding company _____
4. A. How long has the principal been in the industry? _____
B. Name of prior temporary employment agency/leasing company principals have been employed by and in what capacity?
1) _____ 2) _____ 3) _____ 4) _____
5. Where are RI-based workers hired? _____
6. Where are payroll records for temporary/leased employees maintained? _____
7. Does the policyholder maintain separate payroll records by client/employee classification? Yes No
8. Does the policyholder prescreen potential employees? Yes No If Yes, explain process: _____

9. Number of employees: Total _____ First Shift _____ Second Shift _____ Third Shift _____
10. What industries are targeted?
1) _____ 2) _____ 3) _____ 4) _____
5) _____ 6) _____ 7) _____ 8) _____
11. Does the sales force conduct prescreening of potential clients? Yes No
If Yes, what is gathered? _____

12. Is it verified if the client has a formal safety program? Yes No
13. Are safety checks made periodically, by the policyholder, to ensure a formal safety program is still in place and being followed? Yes No With what frequency? _____ What is action taken if no formal safety program is currently in place? _____
14. A. Do clients sign contracts outlining, in detail, what tasks will be done by the employee? Yes No
B. Is this confirmed after the assignment has started? Yes No

Specific to the Policyholder's Internal Operations:

15. Return to work program in place and implemented? Yes No
If Yes, describe: Informal / Case by Case Formal Documented _____
16. Safety program in place: Yes No If Yes, describe: Informal Formal / Documented

Corporate Officer Signature

Printed Officer Name

Officer Title

Date