

Benchmark

MANAGEMENT GROUP, INC.

1730 Park Street, Suite 214 Naperville, IL 60563

Phone: (630) 778-7000 Fax: (630) 778-7007

EMPLOYMENT AGENCY/EXECUTIVE SEARCH SUPPLEMENTAL APPLICATION

1. Please list the types of positions being filled: _____

2. Are placements made on a temporary or permanent basis? _____

If both, please assign an approximate percentage for each. _____

3. If temporary placements are made, are subcontractors utilized to perform services required? () YES () NO If YES, please submit the following:

- (a) sample contract used with subcontractors;
- (b) a list of positions filled by subcontractors;
- (c) a brief description of services performed relative to each position.

4. Are any tests administered to job applicants? () YES () NO

If YES, please provide a detailed description including the types of testing and details of their administration: _____

5. Does your firm provide an Employee Leasing service?

YES () NO ()

If YES, there is another Supplemental Application that must be completed.

6. For professionals that are placed on a temporary or permanent basis, do you require they have individual Malpractice/ Professional Liability Insurance? YES () NO ()
If YES, please attach details.
7. To complete your application, please attach the following items:
- (a) sample contract between yourself and prospective employer;
 - (b) sample contract between yourself and prospective employee;
 - (c) sample promotional material/brochures/advertisements utilized.

It is understood and agreed that this Supplemental Application shall become part of the application for Professional Liability Errors & Omissions Insurance.

Date

Name of Applicant

Signature of person authorized
to execute on behalf of the
Applicant