KEMI
Making workers' comp work

Temporary Staffing Client Information From

The following information is required by KEMI when a new client is taken on by a temporary staffing agency. Please submit to KEMI within 48 hours of contracting.

1. Temporary Staffing Company Name: _____
2. KEMI Policy Number: _____
3. Client's Name: _____
4. Client's Address: _____
5. Client's Physical Location: _____
6. Client's Website URL: _____
7. Client's NCCI Governing Class Code (if applicable): _____
8. Detailed description of client's operations: (325 character's max)

9. Detailed description of job duties employees will be performing for client: (325 characters max)

10. Provide a copy of contract or work order between the temporary staffing company and client.
11. Describe any unusual tasks or potential hazards employees might be exposed to: (150 characters)

12. Does this client have operations in other states? ◯ Yes ◯ No
13. Will you be providing labor to other states? ◯ Yes ◯ No
    If yes, please provide proof of coverage for those states.
14. Number of temporary employees being placed at the client's location: _____
15. Proposed classification(s) of employees working for client: _____
16. Payroll per classification(s) of employees working for client: _____

Signature: _____ Date: _____

Return Supplemental Application to KEMI Underwriting or Brittany English (benglish@kemi.com).