



Art Hollingsworth Insurance Services

License # 0352964 (707) 584-5824 (707) 584-5828 / f

Tips For Smoother Application Processing

The only forms you need to submit to us are:

- * A completed Acord application #130
- * Current valued loss runs for the past 4 years.
- * Supplemental Application

The following list includes **all items necessary** to complete your application:

1. Applicants complete business name.
2. Your complete agency information with fax number.
3. Applicant's number of years in business.
4. Physical address, if more than one location list each one.
5. Applicant's federal identification number.
6. Check the type of business.
7. Effective date & expiration date. (ASAP will not suffice)
8. Use correct class code number. (for help call (415) 778-7000, WCIRB)
9. Correct class code description.
10. Number of employees. (separate number of full time and part time)
11. Payroll amounts for each code.
12. Check rate information to be sure it is current.
13. Complete all officer information (back page of work comp application).
14. Insurance carrier, claims and policy number for prior two years, if no prior carrier, please indicate. (current valued loss runs, 4 years, must accompany application)
- 15. All questions must be answered**

If this is a new business we will need a business plan resume' and a new venture supp app.
Please request the supp app from ron@hollingsworthinsurance.com.

OAK RIVER SUPPLEMENTAL APPLICATION 2007

Insured: _____ Eff. Date: _____

Contact Name & Title: _____ Tel. #: _____ Fax #: _____ Website Address : _____

GENERAL INFORMATION:

Years in business: _____ # of locations _____
 Description of operations _____
 Current number of employees: Full time _____ Part time _____ Seasonal _____ Volunteers _____
 Percent of employee turnover in the last 12 months Full time _____ Part time _____
 Employee staffing expectation over the next 12 months Full time _____ Part time _____
 Average hourly wage in Governing Class: Full time \$ _____ Part time \$ _____
 Average hourly wage in Clerical class: Full time \$ _____ Part time \$ _____
 Average hourly wage in Sales class: Full time \$ _____ Part time \$ _____
 Has the insured ever been in bankruptcy? Yes No If yes, explain _____

BENEFITS:

Are ALL employees eligible Y/N; if no then who? _____

	% paid by employer	% of participation
Group Health <input type="checkbox"/> Yes <input type="checkbox"/> No		
Paid sick leave <input type="checkbox"/> Yes <input type="checkbox"/> No	Vacation <input type="checkbox"/> Yes <input type="checkbox"/> No	Retirement / Pension Plan <input type="checkbox"/> Yes <input type="checkbox"/> No

 Name of Healthcare provider: _____
 Do you use a specific: Clinic _____ Physician _____ Emergency room _____
 Full time nurse maintained on staff: Yes No
 CPR training provided? Yes No

SAFETY PROGRAM:

Indicate the safety activities currently established and practiced regularly:

Safety program / IIPP compliant with SB 198	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Return to light duty plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Return to full time modified work plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Designated full time safety director	<input type="checkbox"/> Yes <input type="checkbox"/> No	Name: _____
Safety meetings held for all employees	<input type="checkbox"/> Yes <input type="checkbox"/> No	Frequency of meetings _____
Safety training held for all employees	<input type="checkbox"/> Yes <input type="checkbox"/> No	Incentive program for employees <input type="checkbox"/> Yes <input type="checkbox"/> No
Personal protective safety equipment provided	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Supervisors are held accountable for injuries / accidents	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Accident investigation program in place	<input type="checkbox"/> Yes <input type="checkbox"/> No	

HIRING PRACTICES:

Employment application	<input type="checkbox"/> Yes <input type="checkbox"/> No	Drug/substance abuse	<input type="checkbox"/> Yes <input type="checkbox"/> No
Reference checks	<input type="checkbox"/> Yes <input type="checkbox"/> No	Audiometric Testing	<input type="checkbox"/> Yes <input type="checkbox"/> No
Motor Vehicle Record Check	<input type="checkbox"/> Yes <input type="checkbox"/> No	Pre/Post employment physical	<input type="checkbox"/> Yes <input type="checkbox"/> No
Volunteer Labor used	<input type="checkbox"/> Yes <input type="checkbox"/> No	Pathogenic test (i.e. lead)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Temporary labor used	<input type="checkbox"/> Yes <input type="checkbox"/> No	Orthopedic back test	<input type="checkbox"/> Yes <input type="checkbox"/> No

OPERATIONS:

Hours of operation: _____ to _____ Number of daily shifts: _____
 Operation includes driving? Yes No Number of authorized drivers _____ No. of vehicles _____
 Types of vehicles driven _____
 Reason(s) for driving (delivery, sales calls, etc.)? _____
 Frequency of driving: Daily Weekly Other _____
 Driving radius: < 50 miles 51-100 miles 101-250 miles 250 miles
 Frequency of MVR checks _____ Participation in CHP Pull program Yes No
 Driver acceptability standards have been established Yes No
 Vehicles inspection / maintenance program Yes No Frequency _____
 Vehicle maintenance performed is performed by employees Yes No
 Employees take vehicles home Yes No

OAK RIVER SUPPLEMENTAL APPLICATION

2007

PAYROLL AND PREMIUM HISTORY:

Payroll: 2006 _____
 2005 _____
 2004 _____
 2003 _____

Premium: 2006 _____
 2005 _____
 2004 _____
 2003 _____

Any travel out of state? Yes No No. of employees who travel: _____
 Frequency _____
 Purpose: _____

HOTEL / MOTEL:

Number of guest rooms: _____ Room rate: Under \$50 \$50-74.95 \$75-99 Over \$100
 Food service: Operate own: Yes No Subcontract: Restaurant Bar Both
 Gross receipts: Food _____% Liquor _____%
 Entertainment: Yes No Lounge: Yes No Armed Security: Yes No
 Operation: Year round Seasonal Conference center: Yes No
 Shuttle service: Yes No How many vans: _____
 How are maids compensated: Salary Hourly wage Flat rate per room
 Who flips the mattresses and how are they turned: _____

RETAIL / WHOLESALE:

Gross receipts: Wholesale _____% Retail _____% Compensation: Flat salary _____ Hourly wage _____
 Type of merchandise: _____ Commission _____
 Palletized: Yes No Outside sales employees: Yes No
 Lifting exposure or repackaging: Yes No Lbs: _____ Is there assembly: Yes No If yes, what? _____
 Forklift exposures describe: _____

MANUFACTURING & ASSEMBLING:

Machine guarding: Point of operation: Yes No Material handling exposure: Yes No
 Drive mechanism: Yes No Lifting: Below 50 lbs. Above 50 lbs. _____
 Moving Parts: Yes No Lock out/tag out: Yes No Off premises operations: Yes No Percentage _____
 % of - Point of operation guarding: _____
 Moving parts _____ Drive Mechanism: _____
TYPE OF MACHINES USED? _____

 Any piece-work or home-based work? Yes No
 If yes, explain: _____
 Where / What: _____
 Personal Protection Equipment provided? Yes No
 Use enforced? Yes No

SERVICE STATIONS / AUTO REPAIR SHOPS / TRANSMISSION SHOPS:

Hours of Operation _____ Mini-Market: Yes No Liquor sold? Yes No
 Gas operation: Full Service Self service Bullet proof cashier booth: Yes No
 Repair operation: Yes No Drop safe or registers: Yes No
 Tire repair/installation Over 1-ton truck (yes/no)
 Car Wash: Yes No If yes, self serve full serve
 Towing: Yes No Contract tow: Yes No Access to freeway: 0-1 mile 1-2 miles 2+ miles
 Road Repair: Yes No

ATTORNEYS

What type of law: _____
 Any criminal law: Yes No _____ Percentage Any insurance law: Yes No _____ Percentage

RESTAURANT:

Average Entrée Price: _____ Separate Lounge: Yes No
 Liquor Receipts (% of gross receipts) _____ Twenty-four hour operation: Yes No
 Entertainment: Yes No If yes, please provide details: _____ Multiple Floor levels Yes No
 Number of: Hosts _____ Valet Parkers _____
 Catering: Yes No % of revenues: _____ Waitpersons _____ Bartenders _____
 Radius: _____ Cooks _____ Take-out: Yes No
 Delivery: Yes No % of revenues: _____
 Radius: _____

OAK RIVER SUPPLEMENTAL APPLICATION

2007

APARTMENT OWNER OR OPERATOR:

List of operations sub-contracted to others: _____

Current employees perform sub-contracted operations for you? Yes No *If yes, please list:* _____

The following items are maintained and kept current for all sub-contractors:

Certificate of workers' compensation insurance Yes No

Copy of each sub-contractor's license number Yes No

JANITORIAL:

Percentage of revenues from: Office Buildings _____ Manufacturing Plants _____ Medical Properties _____ Other _____

Pressure cleaning? Yes No Concrete cleaning or sealing? Yes No Roof or gutter cleanup? Yes No

Window Washing requiring ladder or other device for heights Yes No Large Debris hauling Yes No

Other work requiring ladders Yes No Multiple Locations per night Yes No Group Transportation Yes No

Confined Space (vents, etc) Yes No Buffing waxing carpet cleaning Yes No

CONSTRUCTION: (Includes Landscapers and Artisan Contractors)

Contractor's License # _____ Copy Included Yes No Classification _____

Detailed Description of Operation _____

Estimated Gross Receipts _____ Estimated Subcontractors Receipts _____

Sub-contractors Certificates sent to agent Yes No

Residential % _____ Commercial % _____ Re-model % _____ New Contract % _____

Types of machinery and hand tools used _____

Proper guarding & maintenance in place Yes No

Any work performed above 2 stories: Yes No If yes, explain _____

Any Roof Exposure: Yes No If yes, explain _____

Details of Interior and/or Exterior work performed _____

Any use of Cranes: Yes No If yes, explain _____

Any use of Scaffolds: Yes No If yes, are the ee's certified? _____

Safety training provided Yes No Details: _____

Level of Supervision _____ # of staff to Supervisors _____

Personal protective wear available? Yes No Examples: _____

Type of vehicles _____ # of Vehicles _____ Transportation of employees? Yes No

of Drivers _____

FARMING OPERATIONS:

Row Crops: _____% Trees/Vines: _____% Dairy/Cattle: _____%

Is housing provided? Yes No If yes, how many employees? _____

How many acres: 160 or less 161-499 500-999 1000+

Transportation of employees: Yes No If yes, how: Van Bus Other ; Frequency: Daily Weekly Monthly Radius

Use Labor Contractor? Yes No

How are employees paid? Hourly rate _____ Piece rate _____ Combination _____ Other _____

Dairy Barn: Elevated Carousel Flat Other _____

- Number of milking cows _____
- Number of bulls _____ Number of bulls 3 years and older _____
- Outside Veterinary Services Yes No
- Artificial Insemination: Yes No Subcontracted? Yes No
- Hoof trimming: Yes No Subcontracted? Yes No
- De-horning: Yes No Subcontracted? Yes No
- Does insured harvest for others? Yes No If yes, own equipment used? Yes No