



# United Fire & Casualty Company

118 Second Avenue SE PO Box 73909 Cedar Rapids, Iowa 52407-3909

## PUBLIC SCHOOL SYSTEM EMPLOYEES OR PUBLIC EMPLOYEE'S BLANKET BOND APPLICATION

Bond Number: \_\_\_\_\_

Executed: Yes  No

Premium: \$ \_\_\_\_\_

### GENERAL INFORMATION

COMPLETE NAME OF OBLIGEE	CLASSIFICATION: STATE ..... <input type="checkbox"/> COUNTY ..... <input type="checkbox"/> CITY ..... <input type="checkbox"/> TOWN ..... <input type="checkbox"/> VILLAGE ..... <input type="checkbox"/> SCHOOL ..... <input type="checkbox"/>
ADDRESS	
STREET	CITY
STATE	ZIP

### TYPE OF COVERAGE

INSURING AGREEMENT 1 ..... <input type="checkbox"/>	HONESTY BLANKET BOND COVERAGE	AMOUNT
INSURING AGREEMENT 2 ..... <input type="checkbox"/>	HONESTY BLANKET POSITION COVERAGE	\$
INSURING AGREEMENT 3 ..... <input type="checkbox"/>	FAITHFUL PERFORMANCE BLANKET BOND COVERAGE	\$
INSURING AGREEMENT 4 ..... <input type="checkbox"/>	FAITHFUL PERFORMANCE BLANKET POSITION BOND COVERAGE	\$
PUBLIC EMPLOYEES BLANKET BOND <input type="checkbox"/>		PUBLIC SCHOOL SYSTEM EMPLOYEES BLANKET BOND <input type="checkbox"/>

### AUDITS

FREQUENCY	BY WHOM? <input type="checkbox"/> CPA <input type="checkbox"/> STAFF AUDITOR <input type="checkbox"/> OTHER (EXPLAIN FULLY)		
DATE OF LAST AUDIT	DISCREPANCIES? <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, SUBMIT COPY OF AUDIT OR AUDITOR'S COMMENTS)		
LOSS HISTORY (LAST 5 YEARS)	EMPLOYEE'S POSITION WHICH CAUSED LOSS:		
CORRECTIVE MEASURES TAKEN:	WILL THERE BE A SUBSTANTIAL INCREASE IN THE NUMBER OF EMPLOYEES DURING THE TERM OF THIS BOND?		
PRESENT COVERAGE IN FORCE—CHECK IF NONE <input type="checkbox"/>			
FORM OF BOND	EFFECTIVE DATE	AMOUNT	NAME OF COMPANY
USE SEPARATE SHEET IF NECESSARY.			

COMPLETE THE CLASSIFICATION OF EMPLOYEES ON REVERSE SIDE.

### POSITION

IF ADDITIONAL INDEMNITY UNDER ANY INSURING AGREEMENT IS DESIRED ON ANY POSITION, COMPLETE THE FOLLOWING:

POSITION	LOCATION	INSURING AGREEMENT	TOTAL NUMBER OF EMPLOYEES IN EACH POSITION	AMOUNT OF ADDITIONAL INDEMNITY ON EACH EMPLOYEE

Date: \_\_\_\_\_  
 Obligee: \_\_\_\_\_  
 By: \_\_\_\_\_  
 SIGNATURE AND TITLE

Agency code: \_\_\_\_\_  
 Agency: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 CITY STATE

## CLASSIFICATION OF EMPLOYEES BY DUTIES OR RESPONSIBILITIES

This classification under Class A, B and C, together with supplemental classification required in the event coverage under the bond applied for is to be given under more than one Insuring Agreement, constitutes the Insured's **entire personnel** as of the date of this application-questionnaire and includes members of Boards and Commissions whether or not such personnel or the members of such Boards and Commissions are to be covered under the bond. If coverage is to be given under more than one Insuring Agreement, separate Classifications of Employees must be completed for each Insuring Agreement and in such event this classification applies to Insuring Agreement \_\_\_\_\_.

### CLASS A EMPLOYEES

All Executive Administrative, Judicial and Supervisory officials, Department and Division Heads and Assistant Department and Division Heads, All Police Officers\* and all officials and employees whose principal duties are to:

1. Handle, receipt for, or have custody of money, checks or securities, or account for supplies or other property; authorize (or make appropriations for) expenditures; approve, certify, sign or countersign checks, drafts, warrants, vouchers, orders or other documents providing for the paying over or delivery of money, securities, supplies or other property, or serve process; or
2. Maintain or audit accounts of money, checks, securities, time records, supplies or other property, or take physical inventories of money, checks, securities, supplies or other property.

\*Patrolmen are classified as "A" Employees under both "Faithful Performance" Coverages but are classified as "C" Employees under both "Honesty" Coverages.

POSITION	# OCCUPANTS	POSITION	# OCCUPANTS	POSITION	# OCCUPANTS
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
<b>TOTAL CLASS A</b>					_____

### CLASS B EMPLOYEES

All personnel whose principal duties consist of:

1. Inside or outside clerical activities;
2. Office work such as stenography, typing, filing, switchboard operation, business machine operation, etc;
3. Operation of vehicles transporting passengers for cash fares or tickets.

POSITION	# OCCUPANTS	POSITION	# OCCUPANTS	POSITION	# OCCUPANTS
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
<b>TOTAL CLASS B</b>					_____

### CLASS C EMPLOYEES

All personnel whose principal duties consist of

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Skilled or unskilled labor and craftsmanship;</li> <li>2. Solely the mechanical operation of automotive equipment;</li> <li>3. Non-clerical activities of the medical or nursing profession;</li> </ol> | <ol style="list-style-type: none"> <li>4. Any teaching capacity in the field of education;</li> <li>5. Outside or field work of a non-clerical nature;</li> <li>6. Patrolmen under the "honesty" Coverages.</li> </ol> |
|---|--|

POSITION	# OCCUPANTS	POSITION	# OCCUPANTS	POSITION	# OCCUPANTS
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
<b>TOTAL CLASS C</b>					_____

### AGENT'S RECOMMENDATION