



Miscellaneous PROtectSM Employment Agency Supplement Application

BY COMPLETING THIS APPLICATION, THE APPLICANT IS APPLYING FOR COVERAGE WITH EITHER **COLONY INSURANCE COMPANY**, **COLONY SPECIALTY INSURANCE COMPANY** OR **PELEUS INSURANCE COMPANY**, AN AUTHORIZED SURPLUS LINES INSURER OR **ARGONAUT INSURANCE COMPANY**, A LICENSED INSURER.

INSTRUCTIONS –

- Answer all questions. The information provided herein is considered material to our underwriting and pricing decision for the policy or additional coverage under consideration at the time this supplemental application is submitted.
- This form must be completed, dated and signed by an authorized officer of the Applicant to include this completed form as part of the Application.

1. Applicant Name (as identified in the application submitted for the proposed insurance):

2. a. Provide a full description of services rendered. Coverage will only apply to disclosed premises and operations.

b. Attach brochure and promotional materials and contracts. Attached

3. Describe qualifications, experience, screening and training of employees.

4. a. Please describe the specific steps and procedures which the Applicant takes to investigate and verify the background and criminal records, qualifications, and credentials of job candidates.

b. What steps does the Applicant take to protect a job candidate's confidential information from being released to an unauthorized party?

c. Are employees/contractors references contacted before hired/placed? Yes No

d. How are references checked? Written Verbal Both

If "Verbal" only, please provide full details.

e. Do you verify certification and/or professional licensure status of employees and independent contractors? Yes No

f. Are employees screened to rule out drug, alcohol and/or sexual abuse? Yes No

5. Please provide percentage of payroll for each placement below.

| | | | |
|---|---|--|---|
| Clerical | % | Accountant | % |
| Secretarial | % | Actuary | % |
| Construction | % | Auditor | % |
| Telemarketer | % | Medical | % |
| Bank Teller | % | Customer Service Rep. | % |
| Bookkeeper | % | Insurance Adjuster | % |
| Call Center | % | Collection Agent | % |
| Data Entry | % | Lawyer | % |
| Facilities/Property Manager | % | Security Guard | % |
| Food Service | % | Information Technology | % |
| Hospitality | % | Architect | % |
| Human Resources | % | Draftsman | % |
| Management Consultant | % | Civil Engineer | % |
| Mortgage Broker | % | Electrical Engineer | % |
| Paralegal | % | Mechanical Engineer | % |
| Investment Counselor, Broker or Advisor | % | Industrial/Manufacturing* (describe placements in detail below) | % |
| Real Estate Agent | % | EDP Software Engineer | % |
| Sales | % | EDP Programmer | % |
| Others (describe): | % | EDP Other (describe): | % |

*Industrial/Manufacturing (describe placements in detail):

6. a. Percentage of overall revenue derived from placement of:

| | | | |
|-----------------|---|-----------------|---|
| Full Time Staff | % | Part Time Staff | % |
|-----------------|---|-----------------|---|

b. Average number of placements per year:

c. Number of locations:

| State | Number of Professional Placers involved in Recruiting | Full Time Employees Including Independent Contractors | Temporary Employees Including Independent Contractors you place with clients |
|-------|---|---|--|
| | | | |
| | | | |
| | | | |

7. Percentage of employees with salaries:

| | | | |
|--------------------|---|-------------------|---|
| Less than \$25,000 | % | \$25,000-\$50,000 | % |
| \$50,000-\$100,000 | % | Over \$100,000 | % |

THIS SUPPLEMENTAL APPLICATION IS INCORPORATED BY REFERENCE INTO THE PRIMARY APPLICATION

| | |
|-----------------------|------|
| APPLICANT'S SIGNATURE | DATE |
|-----------------------|------|