



**ARGO GROUP CAREER HISTORY FORM &
APPLICATION FOR EMPLOYMENT**

Argo Group Career History Form and Application for Employment

INSTRUCTIONS

Thank you for completing the Argo Group Career History Form and Application for Employment. Please read these instructions carefully before completing the form.

1. In the Business Experience section, each letter (A, B, C, etc.) corresponds to a specific job. If, for example, your present employer is Acme Inc. and you have had three different jobs with Acme, then:
 - A is your present job with Acme
 - B is the next previous job at Acme, and
 - C is your first job with Acme

Please complete a section of this form (A, B ,C, etc.) **for every job** where there was a change in your job title.

2. Begin with your present, or most recent, job and progress backward in time until you complete the form for your first full time job.
3. Understand that if you are applying for a job with a different employer, before a final job offer, **you will probably be asked to arrange personal reference calls with bosses (and others)**. There are three reasons we ask you to do this:
 - a) Your development. Candid, confidential insights of bosses and others can be used to help you move smoothly into the next job and can help you create a powerful Individual Development Plan.
 - b) Verification. Confidential reference calls with bosses and others will add credibility to the information you have provided throughout the hiring process.
 - c) Ease. It's difficult for us to get former bosses and others to talk with us, but high performers CAN arrange for those personal discussions.



Argo Group Career History Form and Application for Employment

Argo Group US is an equal opportunity employer and does not discriminate in employment on the basis of sex, race, color religion, national origin, age, disability, uniformed service, sexual orientation or any other basis prohibited by federal, state or local law.

Please Print

General Information

Name			
Last	First	Middle	
Address			
Street Address	City	State	Zip
Home Telephone	Mobile/Cell	E-mail Address	
Position(s) applied for		Date of application	
Referral Source (Please check the appropriate category and name the source.)			
<input type="checkbox"/> Employee Referral		<input type="checkbox"/> Newspaper	
<input type="checkbox"/> Employment Agency		<input type="checkbox"/> School	
<input type="checkbox"/> Internet Posting		<input type="checkbox"/> Other	
<input type="checkbox"/> Company's Website			

If necessary, best time to call:

May we contact you at work? Yes No

If yes, work number and best time to call?

Have you submitted an application here before? Yes No

If yes, give date(s) and position(s):

Have you ever been employed here before: Yes No

If yes, give date(s): From _____ To _____

If hired, can you provide evidence of your identity and eligibility to work in the United States?
 Yes No

Date available for work:

What is your desired salary range or hourly rate of pay?
_____ Per _____

Type of employment desired:

Full-Time Part-Time Seasonal Temporary

Instructions for answering the following question regarding your criminal record history:

A. Answering "yes" to the following question does not disqualify you from employment. Factors such as date of offense, seriousness, and nature of the violation, rehabilitation and position applied for will be taken into account.

B. Do not respond "yes" concerning the following: arrests or detentions that did not result in conviction; referrals to, and participation in, any pre-trial or post-trial diversion program, marijuana-related convictions more than two years old; convictions for which the record has been judicially ordered sealed, expunged, or statutorily eradicated; and convictions that occurred more than ten (10) years ago.

B. Massachusetts applicants only: Do not respond "yes" if it involves a first conviction for misdemeanors of drunkenness, simple assault, speeding, minor traffic violations, disturbances of the peace or misdemeanor convictions where five (5) or more years have elapsed between the application date and the date of conviction or completion of incarceration, whichever is later. An applicant for employment with a sealed record on file with the commissioner of probation may answer "no" with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. In addition, any applicant for employment may answer "no" with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution.

Have you ever pled "guilty" or "no contest" or been convicted of a crime? (if in California, exclude from your answer any pre- or post-trial diversion program, such as a deferred adjudication).

Yes No

If yes, please provide date(s) and details: _____

II. BUSINESS EXPERIENCE: (Please start with your present or most recent position.) **REMINDER:** DO NOT COMBINE JOBS—FILL OUT A COMPLETE SECTION OF THIS FORM FOR **EVERY** JOB WHERE JOB TITLE CHANGED.

A. Firm _____ Address _____
 City _____ State _____ Zip _____ Phone (____) _____

Kind of business _____ Starting date (mo/yr) _____ Final (mo/yr) _____

Title _____ Staff: Number of direct reports: _____ Total Staff: _____

Salary (Starting)	[Base	\$	_____]	Salary (Final)	[Base	\$	_____]
		Bonus	\$	_____				Bonus	\$	_____	
		Other	\$	_____				Other	\$	_____	

Name of immediate supervisor _____ Title _____

What is your best guess as to how this supervisor would rate your overall performance?

Excellent	Very Good	Good	Fair	Poor	Impossible to Provide
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If rating is impossible to provide, please explain. _____

What do (did) you like most about your job? _____

What do (did) you least enjoy? _____

If you are leaving or have left the company, please indicate your motivation to leave.

100% Mine	Mutual	100% Company's (I was fired)	Options don't fit circumstance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If options don't fit circumstance, please explain _____

Reason(s) for leaving _____

REMINDER: DO NOT COMBINE JOBS—FILL OUT A COMPLETE SECTION OF THIS FORM FOR **EVERY** JOB WHERE JOB TITLE CHANGED.

B. Firm _____ Address _____
 City _____ State _____ Zip _____ Phone (____) _____

Kind of business _____ Starting date (mo/yr) _____ Final (mo/yr) _____

Title _____ Staff: Number of direct reports: _____ Total Staff: _____

Salary (Starting)	[Base	\$	_____]	Salary (Final)	[Base	\$	_____]
		Bonus	\$	_____				Bonus	\$	_____	
		Other	\$	_____				Other	\$	_____	

Name of immediate supervisor _____ Title _____

What is your best guess as to how this supervisor would rate your overall performance? Excellent Very Good Good Fair Poor Impossible to Provide

If rating is impossible to provide, please explain

What do (did) you like most about your job?

What do (did) you least enjoy?

If at the end of this job you left the company, please indicate your motivation to leave.

100% Mine Mutual 100% Company's (I was fired) Options don't fit circumstance

If options don't fit circumstance, please explain

Reason(s) for leaving

REMINDER: DO NOT COMBINE JOBS—FILL OUT A COMPLETE SECTION OF THIS FORM FOR **EVERY** JOB WHERE JOB TITLE CHANGED.

C. Firm _____ Address _____

City _____ State _____ Zip _____ Phone (____) _____

Kind of business _____ Starting date (mo/yr) _____ Final (mo/yr) _____

Title _____ Staff: Number of direct reports: _____ Total Staff: _____

Salary (Starting)

Base	\$ _____
	Bonus \$ _____
	Other \$ _____

 Salary (Final)

Base	\$ _____
	Bonus \$ _____
	Other \$ _____

Name of immediate supervisor _____

Title _____

What is your best guess as to how this supervisor would rate your overall performance? Excellent Very Good Good Fair Poor Impossible to Provide

If rating is impossible to provide, please explain

What do (did) you like most about your job?

What do (did) you least enjoy?

If at the end of this job you left the company, please indicate your motivation to leave.

100% Mine Mutual 100% Company's (I was fired) Options Don't Fit Circumstance

If options don't fit circumstance, please explain

Reason(s) for leaving

Previous Positions Held REMINDER: DO NOT COMBINE JOBS—FILL OUT A COMPLETE SECTION OF THIS FORM FOR **EVERY** JOB WHERE YOUR JOB TITLE CHANGED.

- | | | | | |
|--|---|-------------------------------------|--|-----------------|
| a. Company
b. City, State
c. Performance Rating (Excellent, Very Good, Good, Fair, Poor) | a. Your title
b. Name of supervisor
c. If left the company after this job, Motivation for Leaving (100% Mine, Mutual, 100% Company's) | Date (mo/yr)
a. Began
b. Left | Compensation
a. Initial
b. Final | a. Type of work |
|--|---|-------------------------------------|--|-----------------|

D.	a.			Initial \$	
	b.			Final \$	
	c.				
E.	a.			Initial \$	
	b.			Final \$	
	c.				
F.	a.			Initial \$	
	b.			Final \$	
	c.				
G.	a.			Initial \$	
	b.			Final \$	
	c.				
H.	a.			Initial \$	
	b.			Final \$	
	c.				
I.	a.			Initial \$	
	b.			Final \$	
	c.				
J.	a.			Initial \$	
	b.			Final \$	
	c.				

Indicate by putting an asterisk* by the letter, to any of the above employers you do not wish contacted

III. MILITARY EXPERIENCE:

If in service, indicate branch _____ Date (mo/yr) entered _____ Date (mo/yr) discharged _____
 Nature of duties _____
 Highest rank or grade _____ Terminal rank or grade _____

IV. EDUCATION:

High School _____ College/Graduate School _____ (Input X below number for highest grade completed)
 High School _____ College/Graduate School _____
 Name of High School _____ Location _____

Approximate number in graduating class _____ Rank from the top _____

Final grade point average _____ (A = _____)

Extracurricular activities _____

Offices, honors, and awards _____

Part-time and summer work _____

College/Graduate School

Name and location	Dates		Degree	Major	Grade Point Average	Total Credit Hours	Extracurricular activities, honors and awards
	From	To					
					(A=____)		
					(A=____)		
					(A=____)		

What undergraduate courses did you like most? _____

What undergraduate courses did you like least? _____
 Why? _____

How was your education financed? _____

Part-time and summer work _____

Other courses, seminars, studies _____

V. ACTIVITIES:

To what job-related organizations (professional, trade, etc.) do you belong?

Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, uniformed service, sexual orientation or any other similarly protected status.

Organization	Offices Held

List special accomplishments, publications, awards, etc.

Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, uniformed service, sexual orientation or any other similarly protected status.

Is there any other job-related information you want us to know about you?

What qualifications, abilities, and strong points will help you succeed in this job?

What are your weak points and areas for improvement?

VI. CAREER NEEDS:

Willing to relocate? Yes ___ No ___ If no, explain _____

Amount of overnight travel acceptable _____

What are your career objectives? _____

VII. RATINGS BY BOSSES:

If you were to be asked to arrange calls with bosses you've had in the past 8 years, what is your best guess as to how they would rate you (the rating scale is: 5 = Excellent, 4 = Very Good, 3 = Good, 2 = Fair, 1 = Poor) on the following:

Judgment/ Decision Making	Resourcefulness/ Initiative	Drive/ Energy	Team Player	Likability	Leadership
_____	_____	_____	_____	_____	_____

VIII. OTHER:

APPLICANT STATEMENT:

Please initial each statement.

_____ I understand that any information provided by me that is found to be false, incomplete, misleading or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

_____ I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

_____ I understand that, if I am offered employment with Argo Group US, my offer is contingent upon the successful completion of a background check. To this end, I authorize Argo Group US to investigate my employment history, educational background, licensing, criminal history and personal references as may be necessary for reaching an employment decision. I further authorize any present or former employer, educational institution, licensing authority, personal reference, public agency or other persons or entities contracted by Argo Group to disclose to Argo Group US upon request any information they have about me. I release any such persons or entities from any and all liabilities for disclosing such information to Argo Group US, and I waive any and all rights or claims against Argo Group US and its agents, employees, or representatives for seeking, gathering and using such information in the employment process as permitted by federal, state or local law. I understand that I may be asked to arrange reference calls with managers I've worked for.

_____ I understand that Argo Group US does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

_____ If I am hired, I understand that my employment with Argo Group US is "at-will" and may be terminated at any time with or without cause and with or without notice by either Argo Group US or myself for no reason or for any reason not expressly prohibited by law. Furthermore, although terms and conditions of employment with Argo Group US may change, such changes will not affect the at-will employment relationship between myself and Argo Group US. This statement of the circumstances under which employment can be terminated constitutes the complete understanding between myself and Argo Group US. No other promises or statements are binding unless in writing and signed by me and a member of Argo Group's Board of Directors.

_____ I understand that if employed, I am required to abide by all rules and regulations of the employer and any special agreements reached between the employer and me.

_____ I understand and agree that Argo Group US reserves the right, at its discretion, and as permitted by state or local law, to require me to submit to a drug or alcohol test as a condition of my employment, and if employed, thereafter during my employment. I agree to submit to such test as long as they comply with state or local law.

_____ I understand that this application will be kept on file for 60 days. If I have not heard from Argo Group US and still wish to be considered for employment after that time has passed, I must complete a new application.

_____ I agree to immediately notify Argo Group US if I am convicted of any crime involving dishonest or breach of trust, or a crime of morale turpitude, or if I am convicted of a felony, plead guilty or no contest to a felony, am sentenced to felony probation or receive deferred prosecution or adjudication or a similar disposition for a felony offense or any of the crimes listed above while my application is pending or during my period of employment, if hired.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ **Date** _____

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