

# HR Partners Client Partner Program – Hotline Services

## Partner Application Form



### Company Information:

- **Company Name** \_\_\_\_\_
- **Company Address** \_\_\_\_\_
- **Company Phone (including area code)** \_\_\_\_\_
- **County** \_\_\_\_\_
- **Company Website URL** \_\_\_\_\_
- **Year Founded** \_\_\_\_\_
- **Federal ID #** \_\_\_\_\_
- **Industry Code** <https://www.census.gov/eos/www/naics/> \_\_\_\_\_
- **Description of Company Products/Services**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- **Does your company provide any form of HR Products/Services?** Yes \_\_\_\_\_ No \_\_\_\_\_  
**If yes, please describe**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- **For Profit** Yes \_\_\_\_\_ No \_\_\_\_\_      **Not For Profit** Yes \_\_\_\_\_ No \_\_\_\_\_
- **Tax Exempt** Yes \_\_\_\_\_ No \_\_\_\_\_
- **Family Owned Business** Yes \_\_\_\_\_ No \_\_\_\_\_
- **Government Contractor/Subcontractor** Yes \_\_\_\_\_ No \_\_\_\_\_
- **Have Unions?** If so, please list
- **Total Employees** \_\_\_\_\_ **FT- Non-Union**  
\_\_\_\_\_ **FT- Union**  
\_\_\_\_\_ **PT- Non-Union**  
\_\_\_\_\_ **PT- Union**  
\_\_\_\_\_ **Total FTE**

**Company Officials:**

**Chief Executive Officer**

First Name \_\_\_\_\_  
Last Name \_\_\_\_\_  
Title \_\_\_\_\_  
Email \_\_\_\_\_

**Name of employee who will be Hotline contact**

First Name \_\_\_\_\_  
Last Name \_\_\_\_\_  
Title \_\_\_\_\_  
Email \_\_\_\_\_

**Chief Financial Officer**

First Name \_\_\_\_\_  
Last Name \_\_\_\_\_  
Title \_\_\_\_\_  
Email \_\_\_\_\_

**Billing Contact:**

First Name \_\_\_\_\_  
Last Name \_\_\_\_\_  
Title \_\_\_\_\_  
Email \_\_\_\_\_

**Chief Human Resource Officer**

First Name \_\_\_\_\_  
Last Name \_\_\_\_\_  
Title \_\_\_\_\_  
Email \_\_\_\_\_

**HR Partners Newsletter/Alerts Contact:**

First Name \_\_\_\_\_  
Last Name \_\_\_\_\_  
Title \_\_\_\_\_  
Email \_\_\_\_\_

# HR Partners Client Partner Program – Hotline Services

## Partner Confidentiality Agreement



Hotline Client Partner hereby acknowledges and agrees to the following:

- Hotline Client Partner agrees that all information received in print or verbal form is confidential and owned solely by HR Partners International, Inc.
- Hotline Client Partner agrees to hold all information received in the strictest confidence and will not share or disclose such information to any third party person, firm or organization either verbally or in writing.
- Hotline Client Partner agrees that at no time shall any information received be used for consulting services or any other paid/unpaid sharing or disclosure.
- Hotline Client Partner agrees to use information received for internal use only – third party groups providing service to Hotline Client Partner organization may use HR Partners International, Inc.’s confidential information solely for use in Hotline Client Partner organization, and only if the third party signs an affidavit that this information is confidential and to be used solely when performing work for Hotline Client Partner organization, and will not disclose such information to any other party at any time.
- Hotline Client Partner agrees that they, and/or their third parties, are not permitted to copy or transmit information gained from HR Partners International, Inc. in any way.
- Hotline Client Partner agrees that they have responsibility for retrieving any HR Partners International, Inc. materials from the third party that were provided in performance of their services.
- Hotline Client Partner agrees that violations of this agreement may result in termination of Hotline Client Partner services and legal action.

### **Dispute Resolution**

Any controversy or claim arising out of or relating to HR Partners International’s Hotline Services, or any breach of the Partner Confidentiality Agreement, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules. The arbitration hearing shall take place in Cincinnati, Ohio before a single arbitrator. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction over it.

## PACKAGE OPTIONS

HR Partners HR Hotline members purchase packages that fit their needs. Package questions include those that should generally be known to our Sr. HR Hotline Experts and can be answered in a phone call up to 15 minutes. Questions that require more time or research may count as more than one question. Your HR Partners Hotline Expert will advise you of this prior to performing such research

### HR Partners' Partner Program:

- Up to 15 questions/year; additional questions \$25/question
- Monthly e-Alerts on Hot Topics in HR
- Preferred Enrollment in HR Partners' seminars
- Discounts on all other HR Partners' products and services
- Annual Investment:
  - 1-49 employees \$350
  - 50 – 99 employees \$450
  - 100+ employees \$5 per employee

### HR Partners' Partner Program - Premier:

- Unlimited questions/year
- Free job blasts of internal HR openings
- Monthly e-Alerts on Hot Topics in HR
- Preferred Enrollment in HR Partners' seminars
- Discounts on all other HR Partners' products and services
- Annual Investment:
  - 1-49 employees \$500
  - 50 – 99 employees \$500 + \$2 per employee 50+
  - 100+ employees \$6.50 per employee

**One Time enrollment fee:** \$199

*Custom Package* – should you find you need HR support beyond posing questions to Dan, you may be a good candidate for our HR Retainer Services. Contact us at [info@HRPIInc.com](mailto:info@HRPIInc.com) for information on our additional products and services.

## APPROVAL

Authorized Representative:

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_