

**Account Setup Form**

**Company Contact Information:**

Company Name: \_\_\_\_\_ Phone No: \_\_\_\_\_  
Street Address: \_\_\_\_\_ City: \_\_\_\_\_  
Prov/State: \_\_\_\_\_ Country: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_

**All invoices will be e-mailed at midnight on the last day of the month.**

Send invoice to : \_\_\_\_\_ Email Address: \_\_\_\_\_  
Phone No: \_\_\_\_\_ Ext No: \_\_\_\_\_ Fax No: \_\_\_\_\_ Position: \_\_\_\_\_

**As a Primary User, you are responsible for adding/deleting Account Users and managing any changes that may be required on your account.**

**Primary Contact Name:** \_\_\_\_\_ Email Address: \_\_\_\_\_  
Phone No: \_\_\_\_\_ Ext No: \_\_\_\_\_ Fax No: \_\_\_\_\_ Position: \_\_\_\_\_

**Privacy and Terms of Use Agreement:**

1. The Hire Performance Inc. (HPI) client agrees to request information regarding only legitimate applicants with duly signed consent forms provided by HPI.
2. The HPI client certifies that background inquiries are being ordered and used only for employment purposes that are compliant with federal, provincial human rights, labour, and privacy laws.
3. The HPI client will maintain the privacy and confidentiality of the employment applicant's personal information. The end-user further certifies that all protected information requested by HPI for identification purposes, such as social insurance number, date of birth, country of origin and gender will not be used to discriminate against applicants. Incidental information obtained when checking or verifying identification during this process will also be kept confidential and used only for the purposes as set out by HPI.
4. The HPI client agrees to keep original copies of signed HPI consent forms on file for a period of one calendar year and will produce such original copies upon request of HPI or HPI's service providers. Such forms will be kept in a secure location that is not accessible to unauthorized personnel.
5. The HPI client agrees to keep all information provided by HPI in a secure location that is not accessible to unauthorized personnel.
6. The HPI client agrees to use information provided by HPI in a manner that complies with all provincial and federal legislation.
7. The HPI client certifies that destruction of documents will be done in a manner that renders them completely destroyed and unusable, such as cross-shredding or by using a certified document destruction company.

**Agreed to by:** \_\_\_\_\_ Title: \_\_\_\_\_

**Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

**Please email to [info@hireperformance.ca](mailto:info@hireperformance.ca)**