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## APPLICATION FOR EMPLOYMENT

# COVER PAGE

ATTN: HUMAN RESOURCES DEPT.

# OF PAGES ATTACHED: \_\_\_\_\_

From: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Notes:

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## APPLICATION FOR EMPLOYMENT

We appreciate your interest in employment opportunities with Kana Pipeline, Inc.. Kana Pipeline, Inc. is an Equal Employment employer. Company policy prohibits unlawful discrimination against any applicant or employee on the basis of race, color, sex, religion, national origin, age, disability, or any other basis protected by applicable federal, state, or local laws. The Company also prohibits harassment of applicants and employees based on any of these protected categories.

**Note to Applicants:** Smoking is prohibited in all indoor areas of the Company unless designated smoking areas have been established by a particular office in accordance with applicable State and local law.

### GENERAL INFORMATION

Please complete all requested information. Use ink and print.

Today's Date	Position Applying For	Date Available for Work
Legal Name (Last) (First) (Middle)	Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Street Address	Telephone (Home)	Telephone (Work)
City State Zip	Email Address	
Have you ever used any other name(s) which is (are) necessary for us to know in order for us to verify your employment or educational record? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you available to work overtime as needed? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, are you available weekdays? <input type="checkbox"/> weekends? <input type="checkbox"/>	
Have you previously worked for or applied for a position with Kana Companies, in any of our offices either as an employee or through an employment agency? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain when and, if employed, in what capacity:	Do you have any relatives now employed at Kana Companies? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, state name(s) and where they are located.	

### PERMISSION TO WORK

If hired, can you present evidence of your legal right to work in the US?  Yes  No

### REFERRAL INFORMATION

How did you learn about Kana Pipeline, Inc.?

Employment Agency (state name): \_\_\_\_\_

School (state name): \_\_\_\_\_

Reputation of Company

Newspaper ad (name of paper): \_\_\_\_\_

Referral (state name): \_\_\_\_\_

Other: \_\_\_\_\_

**WORK EXPERIENCE**

Please specify your complete full-time and part-time employment history, including self-employment. You may include any verified work performed on a volunteer basis. Begin with your most recent employer. If you require additional space, please use the reverse side of this page and/or the following page.

<b>1</b>	Company Name	Telephone (     )
	Address	Employed (Month and Year) From                      To
	Name, Title, and Phone Number of Supervisor	Reason for Leaving:
	Job Title, and Work Responsibilities	Notes:

<b>2</b>	Company Name	Telephone (     )
	Address	Employed (Month and Year) From                      To
	Name, Title, and Phone Number of Supervisor	Reason for Leaving:
	Job Title, and Work Responsibilities	Notes:

<b>3</b>	Company Name	Telephone (     )
	Address	Employed (Month and Year) From                      To
	Name, Title, and Phone Number of Supervisor	Reason for Leaving:
	Job Title, and Work Responsibilities	Notes:

*(Employment record continued on next page)*

<b>4</b>	Company Name	Telephone (     )
	Address	Employed (Month and Year) From                      To
	Name, Title, and Phone Number of Supervisor	Reason for Leaving:
	Job Title and Work Responsibilities	Notes:

Please explain any gaps in your employment \_\_\_\_\_

All employers including your current employer may be contacted to verify the information you provide. May we contact your current employer prior to making an offer of employment? Yes \_\_\_\_\_ No \_\_\_\_\_

**PROFESSIONAL REFERENCES**

Individuals not related to you. Business references preferred.

Name	Occupation	Phone	Address	Years Known and Capacity

**EDUCATION & TRAINING**

Please include name, street, city, state and zip code for each school.

School	Name and Location of School	Year Graduated	Degree	Type of Course/Major
Graduate				
College/University				
High School				
Business/Trade/ Technical				

## SKILLS

<b>General Office Skills</b>	<b>Software and Technology</b>
<p> <input type="checkbox"/> Typing (_____ wpm)  <input type="checkbox"/> Shorthand (_____ wpm)  <input type="checkbox"/> Telephone Console  <input type="checkbox"/> Data Entry  <input type="checkbox"/> Fax Machines  <input type="checkbox"/> Mail Equipment  <input type="checkbox"/> Dictation Transcription  <input type="checkbox"/> Filing Systems  <input type="checkbox"/> 10-Key Calculator                 </p> <p>List any other office/business skills you possess which are relevant to the position you seek:</p>	<p>Check only those with which you are <u>proficient</u>. For those marked with an (*), provide information as to the specific version, release, or model.</p> <p> <input checked="" type="checkbox"/> MS Word™*  <input type="checkbox"/> WordPerfect™*  <input type="checkbox"/> PowerPoint™  <input type="checkbox"/> LOTUS 1-2-3™  <input type="checkbox"/> Excel™*  <input type="checkbox"/> Paradox™/Access™*  <input type="checkbox"/> Windows™*  <input type="checkbox"/> Electronic Mail Programs*  <input type="checkbox"/> Netware*  <input type="checkbox"/> Programming/Database Applications*  <input type="checkbox"/> Litigation Support Programs*  <input type="checkbox"/> Document Management Programs*  <input type="checkbox"/> Telecommunications*  <input type="checkbox"/> Legal Solutions™/Proforma™  <input type="checkbox"/> Computer Hardware                 </p> <p>List any other software programs with which you are proficient, and any other technical skills you possess:</p>
<p>Do you have any other experience, skills, or qualifications which you feel would benefit Kana Pipeline, Inc.? If so, please explain:</p>	

Are you able to perform the essential duties of the position for which you are applying, either with or without reasonable accommodations?  Yes  No If necessary, please indicate what type(s) of reasonable accommodations are needed:

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## ADDITIONAL EMPLOYMENT INQUIRIES

**If applying for a position that will include driving:**

Driver's License Information: State: \_\_\_\_\_ Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Restrictions or Suspensions (respond fully if driving is required by the job for which you are applying):

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If hired, you may be required to provide proof of insurance coverage.

**APPLICANT'S STATEMENT & ACKNOWLEDGMENT**

**THIS APPLICATION IS NOT COMPLETE UNTIL IT IS FULLY COMPLETED, SIGNED, AND ALL STATEMENTS BELOW HAVE BEEN READ AND INITIALED.**

- Initial: \_\_\_\_\_ I certify that all of the information furnished on this application and during the application process is true, complete and correct to the best of my knowledge. I understand that any misrepresentation or omission of facts called for may result in refusal to hire or, if hired, may result in my dismissal at any time regardless of when the false answer or omissions are discovered.
- Initial: \_\_\_\_\_ I recognize that this employment application is not an offer of employment. I agree that if I am hired by the Company, **I will be an at-will employee**, meaning that either the Company or I may end the employment relationship at any time with or without cause or notice. I understand that only the President of Kana Pipeline, Inc., and no manager, supervisor, or representative of the Company, has authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the at-will employment relationship, and that any such agreement must be in writing and are subject to approval by the Company's Board of Directors.
- Initial: \_\_\_\_\_ I further understand and agree that, except for employment-at-will status, if hired my wages, hours, working conditions, job assignment(s), and compensation rate(s) will be subject to change by Kana Pipeline, Inc.
- Initial: \_\_\_\_\_ I understand that if I am offered employment, I may be required to sign a non-solicitation and non-disclosure agreement, as a condition of employment with Kana Pipeline, Inc.
- Initial: \_\_\_\_\_ I understand that Kana Pipeline, Inc. may share the information contained in this application with other employees for employment and administrative purposes and hereby consent to the sharing of this information.
- Initial: \_\_\_\_\_ I hereby authorize Kana Pipeline, Inc. to conduct any necessary investigation regarding my background as it relates to the position I am seeking and to the extent permitted by federal, State and local law. I agree to complete the requisite authorization forms for the background investigation. I hereby release all parties from any liability in connection with the provision and use of such information.
- Initial: \_\_\_\_\_ I agree to submit to legally permissible drug/alcohol testing upon an offer of employment from Kana Pipeline, Inc. and prior to starting work. I agree that any offer of employment is contingent upon my receiving a negative test result.
- Initial: \_\_\_\_\_ I understand and expressly agree that, if employed by Kana Pipeline, Inc., storage areas provided for me (locker, desk, etc.) are open to investigation by the Company without prior notice to me.
- Initial: \_\_\_\_\_ I agree to undergo a pre-employment physical examination consistent with federal and State law.
- Initial: \_\_\_\_\_ I understand that Kana Pipeline, Inc. has an arbitration procedure governed by the Federal Arbitration Act [9 USC sec 1 et seq.]. The arbitration procedure applies to claims brought by me against Kana Pipeline, Inc. or by the Company against me. I agree that any claim arising out of or relating to the application process, including, without limitation, a claim alleging unlawful discrimination and/or harassment, and any claim arising out of or relating to my employment or its termination (if I am offered and accept employment), including, without limitation, a claim of unfair business practices, unlawful employment discrimination, harassment, wrongful demotion and/or wrongful termination, will be presented to a neutral arbitrator for final & binding decision in accordance with procedures adopted by Kana Pipeline, Inc. These procedures do not prevent me from filing a claim or charge with the Equal Employment Opportunity Commission, U.S. Department of Labor or National Labor Relations Board. Nor do these procedures prevent me from making a claim for workers compensation or State disability benefits or unemployment insurance. I understand and agree that I may review Kana Companies' arbitration procedures before submitting this application for employment by making a written request for a copy of those procedures from the Company's Director of Human Resources.

***THIS AGREEMENT IS A WAIVER OF ALL RIGHTS TO CIVIL COURT ACTIONS FOR A CLAIM SUBJECT TO ARBITRATION. ONLY THE ARBITRATOR, NOT A JUDGE OR JURY, WILL DECIDE THE CLAIM OR DISPUTE.***

**My signature below certifies that I agree to be bound by the terms and conditions stated in this Application, which contains all the understandings between Kana Pipeline, Inc. and me concerning the topics addressed herein, and supersedes any and all prior inconsistent understandings between Kana Companies and me on such issues.**

\_\_\_\_\_ **APPLICANT'S SIGNATURE**

\_\_\_\_\_ **DATE**

This application will only be considered for 60 days. If you have not been hired within 60 days of filling out this application and you wish to continue to be considered for employment, you must complete another application.