

APPLICATION FOR EMPLOYMENT

(Please attach resume, if available.)

COVER PAGE

ATTN: KANA PIPELINE, INC.

HUMAN RESOURCES DEPT.

OF PAGES ATTACHED: _____

From: _____

Email: _____

Phone: _____

Fax: _____

Notes:



Note: If this application is for use by a government contractor or subcontractor, the applicant must also be asked to complete a separate voluntary self-identification form, which is not part of this application.

APPLICATION FOR EMPLOYMENT

We appreciate your interest in employment opportunities with Kana Pipeline, Inc. Kana Pipeline, Inc. is an equal employment opportunity employer. The Company's policy is not to unlawfully discriminate 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	
Name (Last)	(First)	(Middle)	Minimum Salary Desired	Date Available for Work
Street Address			Are you at least 18 years old? () Yes () No	
City	State	Zip	Telephone (Home)	Telephone (Work)
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? () Yes () No			Are you available to work overtime as needed? () Yes () No If yes, are you available weekdays? _____ weekends? _____	
Have you previously worked for or applied for a position with Kana Pipeline, Inc. in any of our offices either as an employee or through an employment agency? () Yes () No If yes, please explain when and, if employed, in what capacity:			Do you have any relatives now employed at Kana Pipeline, Inc.? () Yes () No If yes, state name(s) and where they are located.	

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: _____

PERMISSION TO WORK

If hired, can you present evidence of your legal right to work in the United States? () Yes () No

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. Also, please attach complete resume to this application.

1	Company Name	Telephone ()
	Address	Employed (Month and Year) From To
	Name, Title, and Phone Number of Supervisor	Monthly Wages Start Last
	Job Title, and Work Responsibilities	Reason for Leaving:

2	Company Name	Telephone ()
	Address	Employed (Month and Year) From To
	Name, Title, and Phone Number of Supervisor	Monthly Wages Start Last
	Job Title, and Work Responsibilities	Reason for Leaving:

3	Company Name	Telephone ()
	Address	Employed (Month and Year) From To
	Name, Title, and Phone Number of Supervisor	Monthly Wages Start Last
	Job Title, and Work Responsibilities	Reason for Leaving:

(Employment record continued on next page.)

4	Company Name	Telephone ()
	Address	Employed (Month and Year) From To
	Name, Title, and Phone Number of Supervisor	Monthly Wages Start Last
	Job Title and Work Responsibilities	Reason for Leaving:

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	Number of Years Completed	Degree	Type of Course/Major
Graduate				
College				
High School				
Business/Trade/ Technical				

SKILLS

Do you have any other experience, skills, or qualifications which you feel would benefit Kana Pipeline, Inc.? If so, please explain.
Please attach complete resume with this application.

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):

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

Emergency Contact Person:

Name _____ Phone Number () _____

ADDITIONAL EMPLOYMENT INQUIRIES (Continued)

Please note that a "Yes" answer to any of the following questions will not necessarily disqualify you from employment. Factors such as the age and time of the offense, seriousness and nature of the violation, and rehabilitation will be considered when making any employment decisions.

Have you ever been convicted of a crime? **Do not include convictions that were sealed or expunged pursuant to a court order.**

NOTE: Before answering this question regarding criminal convictions please refer to the instructions below if you reside or are applying for a position in California.

Yes _____ No _____ Please explain any "Yes" answer. Use additional paper if necessary.

Are you currently awaiting trial for any criminal offense?

Yes _____ No _____ Please explain any "Yes" answer. Use additional paper if necessary.

INSTRUCTIONS FOR ANSWERING CRIMINAL CONVICTION INQUIRY

California Applicants: Do not identify any misdemeanor conviction for which probation has been successfully completed or otherwise discharged and the case has been dismissed by a court. Also, do not identify marijuana-related convictions entered by the court more than 2 years ago that involve: unlawful possession of marijuana; transportation or giving away of up to 28.5 grams of marijuana, other than concentrated cannabis, or the offering to transport or give away up to 28.5 grams of marijuana, other than concentrated cannabis; possession of paraphernalia used to smoke marijuana; being in a place with knowledge that marijuana was being used; or being under the influence of marijuana.

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, 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 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 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 has an arbitration procedure governed by the Federal Arbitration Act [9 U.S.C. sections 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 and 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 Pipeline's arbitration procedures before submitting this application for employment by making a written request for a copy of those procedures from the Company's [HR Manager/Chief Financial Officer/].

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 Pipeline, Inc. and me on such issues.

APPLICANT'S FULL NAME (PLEASE PRINT)

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.