



8310 W Ustick Rd STE 100  
Boise, ID 83704  
(208) 342-1585  
(800) 342-1585  
Fax: (208) 377-3742  
[www.digline.com](http://www.digline.com)

## Application Instructions

Please fill out the following application even if you submit a résumé. Each question should be answered completely. No action will be taken on this application until all questions have been answered. Please print legibly or type, except for the required signature. Do not substitute “See Resume” for information requested on the application form.

When you have completed the application, you may save the file as a PDF and send it to [jmaki@digline.com](mailto:jmaki@digline.com). Alternatively, you may choose to print it and mail or hand-deliver it to:

DIGLINE, INC.  
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Boise, ID 83704





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List the jobs you held, duties performed, skills used or learned, advancements or promotions.

May we contact this employer? Yes \_\_\_\_\_ No \_\_\_\_\_

Please explain any gaps:

|                                   |         |             |        |                    |                             |
|-----------------------------------|---------|-------------|--------|--------------------|-----------------------------|
| 3. Name of Next Previous Employer |         | Address     |        | Telephone          | Type of Business            |
| Dates Employed                    |         | Rate of Pay |        | Reason for Leaving | Supervisor's Name and Title |
| From                              | To      | Starting    | Ending |                    |                             |
| Mo. Yr.                           | Mo. Yr. |             |        |                    |                             |

List the jobs you held, duties performed, skills used or learned, advancements or promotions.

May we contact this employer? Yes \_\_\_\_\_ No \_\_\_\_\_

Please explain any gaps:

|                                   |         |             |        |                    |                             |
|-----------------------------------|---------|-------------|--------|--------------------|-----------------------------|
| 4. Name of Next Previous Employer |         | Address     |        | Telephone          | Type of Business            |
| Dates Employed                    |         | Rate of Pay |        | Reason for Leaving | Supervisor's Name and Title |
| From                              | To      | Starting    | Ending |                    |                             |
| Mo. Yr.                           | Mo. Yr. |             |        |                    |                             |

List the jobs you held, duties performed, skills used or learned, advancements or promotions.

May we contact this employer? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted, entered a plea of no contest, or received a withheld judgment for any criminal offense (misdemeanor or felony)? Yes\_\_\_ No\_\_\_  
 (A conviction will not necessarily disqualify an applicant.)

If yes, please explain: \_\_\_\_\_  
 \_\_\_\_\_

Have any of your prior employers ever disciplined you, including, but not limited to, a written warning, suspension, demotion, or termination of your employment? If so, please explain **each** incident by providing the date of occurrence, disciplinary action taken, facts surrounding the action (e.g., specific policy violation or performance issue), and the name of the employer. If you need additional space, please continue on a separate piece of paper. It is critical that the applicant be upfront in his or her response so that the Company can assess the significance of the prior action. Failure to provide full disclosure may result in disqualification from employment consideration, or if hired, termination.

- \* \_\_\_\_\_
- \* \_\_\_\_\_
- \* \_\_\_\_\_
- \* \_\_\_\_\_



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Are you under 18 years of age? Yes\_\_\_ No\_\_\_

Are you authorized to work in the United States? Yes\_\_\_ No\_\_\_  
 (Federal Law requires proof of identity and employment authorization for all new employees.)

For Driving Positions Only: Do you have a valid driver's license? Yes\_\_\_ No\_\_\_ License Number and State Issued: \_\_\_\_\_

## Education

(Circle last year completed.)

|                             |   |   |   |   | School Name | Major Subjects |
|-----------------------------|---|---|---|---|-------------|----------------|
| High School                 | 1 | 2 | 3 | 4 |             |                |
| College                     | 1 | 2 | 3 | 4 |             |                |
| Other job-related education |   |   |   |   |             |                |

If you have experience operating any position-related business/plant machines or equipment, please list them here, along with other job-related skills:

\_\_\_\_\_

\_\_\_\_\_

This Employment Application is used to notify me that the nature and scope of an investigation, if one is conducted, could include such general identification information as residence verification, and, as applicable, information concerning my employment, education, general reputation, and character, and that such information may be developed through personal interviews with third parties. Only job-related information developed from such a report will be considered in evaluating my employment application or continued employment. I hereby authorize these persons, companies, organizations, or corporations to answer all questions or release any information regarding the items listed in this paragraph. I hereby release them from any liability and hold them harmless from any claim for releasing any truthful information within their knowledge and/or records.

I authorize the Company to release to any person, firm, entity, or organization with which I may seek employment in the future any truthful information concerning my work experience with the Company. I hereby release and hold the Company harmless from any claim for releasing any truthful information within its knowledge and/or records.

I understand that any job offer that may be extended to me will be contingent upon the successful completion of a drug and alcohol test.

I certify that the answers given by me to the foregoing questions and during any interviews are true and correct without material omissions, and I understand that, if employed, omissions and/or false statements on this application or during any interviews may result in dismissal. **I understand and acknowledge that, if hired, my employment is for no definite period and either the Employer or I may terminate our relationship at will at any time, without notice or any reason, and that this employment application does not constitute an employment contract.**

I have had an opportunity to have my questions about this statement's content and intent answered, and I understand its terms.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant