



8310 W Ustick Rd STE 300  
Boise, ID 83704  
(208) 342-1585  
[www.digline.com](http://www.digline.com)

## Application Instructions

Please fill out the following application even if you submit a resumé. 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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## Application for Employment

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. All information provided will be available only to persons who have a need to know, or as required by law. DIGLINE, INC. is an Equal Opportunity Employer and will make reasonable accommodation in the application and interview process for any disabled applicant who may need it. This application is valid only for the position listed below.

This application is current only for thirty (30) days, at the conclusion of which time, if you have not heard from us and still wish to be considered for employment, it will be necessary for you to fill out a new application.

NAME: \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_  
Last First Middle Initial

PRESENT ADDRESS: \_\_\_\_\_ Phone: \_\_\_\_\_  
No. Street City State ZIP Day Evening

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

Position applied for: \_\_\_\_\_ When are you available for employment? \_\_\_\_\_

Type of employment sought: Full-time Part-time Temporary

After reviewing the job description for the position to which you have applied, are you able to perform the essential job functions with or without reasonable accommodation?

Yes No

Have you ever been previously employed by the Company? Yes No

If Yes, give dates employed and reason for leaving: \_\_\_\_\_

## Record of Employment

1. Name of Current/Most Recent Employer		Address		Telephone	Type of Business
Dates Employed		Rate of Pay		Reason for Leaving	Supervisor's Name and Title
From Mo/Yr	To Mo/Yr	Starting	Ending		
List the jobs you held, duties performed, skills used or learned, advancements or promotions.					

May we contact your current employer? Yes No

Please explain any gaps:



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



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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.

\* \_\_\_\_\_  
\* \_\_\_\_\_  
\* \_\_\_\_\_  
\* \_\_\_\_\_

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

Indicate Last Year Completed:

High School                      1            2            3            4

College                            1            2            3            4

Other job-related education

**School Name**

**Major Subjects**

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