



manchester center
vermont
802 362 1952

middlebury
vermont
802 388 2721

williamstown
massachusetts
413 458 8121

west hatfield
massachusetts
413 247 8300

return application to:
po box 1125 • manchester center, vt 05255 • fax 802 362 1629 • email hogant@rkmiles.com

APPLICATION FOR EMPLOYMENT

This application will remain in active status for 45 days from date of application.
Applicants are invited to apply again once time has concluded.

Federal + State Laws prohibit discrimination in employment because of race, color, creed, age, sex, marital status, ancestry, place of birth, sexual orientation, religion, national origin, physical or mental impairment or medical condition.

“In order to improve, protect and promote the health of all our employees, we do not permit either smoking or chewing tobacco on our premises, in our vehicles, or at customer work sites.”

please print clearly

Name _____ Application Date _____
Last First MI

Current Address _____
Street City State Zip

Mailing Address _____
Street City State Zip

Phone # Day _____ Evening _____ Social Security # _____

Position Applied For _____

Which r.k. Miles Location (check one) Manchester Center, VT Middlebury, VT Williamstown, MA West Hatfield, MA

Available to Work Full Time Part Time Days _____ Hours _____

Date Available to Start _____ Desired Rate of Pay _____

Have you previously filed an application with r.k. Miles, Inc. Yes No Dates _____

Have you previously been employed by r.k. Miles, Inc.? Yes No Dates _____

Do you have any relatives, other than a spouse, currently employed by r.k. Miles, Inc.? Yes No
If yes, please list their name(s) _____

Are you legally permitted to work in this country? Yes No
If yes, will you be prepared to produce proof at the time of hire, in accordance with the Immigration Reform and Control Act of 1986? Yes No

Have you had any traffic convictions or forfeitures for the past 3 years, other than parking violations? Yes No

Have you ever been denied a license, permit or privilege to operate a motor vehicle? Yes No

Has your license ever been suspended or revoked? Yes No

Have you, since the age of 18, ever been convicted of a crime or felony? Yes No
If yes, explain _____

(Note: A conviction will not necessarily bar you from employment. The crime, frequency of violation, applicant's age at time of conviction, date of conviction, applicant's entire work/education history will be considered in part, in light of position sought)

Are you able to perform the tasks required to carry out the job for which you have applied with or without accommodation? Yes No

You may contact my present employer

You may not contact my present employer



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EMPLOYMENT EXPERIENCE

Please list present or most recent employer first. Include military service, if any.

Employer _____ Phone # _____
Address _____
Position(s) _____
Manager/Supervisor _____
Dates of Employment _____ Starting Salary _____ Ending Salary _____
Reason for Leaving _____
Primary Responsibilities _____

Employer _____ Phone # _____
Address _____
Position(s) _____
Manager/Supervisor _____
Dates of Employment _____ Starting Salary _____ Ending Salary _____
Reason for Leaving _____
Primary Responsibilities _____

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EDUCATION AND TRAINING

List all schools attended, including trade, business, or technical institutions, beginning with the most recent.

Name/Location _____

Number of Years Completed _____ Diploma/Degree _____

Name/Location _____

Number of Years Completed _____ Diploma/Degree _____

Name/Location _____

Number of Years Completed _____ Diploma/Degree _____

Please describe any additional academic achievements or extracurricular activities relative to the position applied for:

Please identify any additional knowledge, skills, qualifications, publications or awards that will be helpful to us in considering your application for employment:

What professional organizations or business activities are you involved with, relative to your ability to perform the position applied for?

Please provide the names, titles, and phone numbers of three business references, other than present or former employers, who are not related to you:

1. _____

2. _____

3. _____



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AGREEMENT

I, _____ hereby authorize r.k. MILES, Inc. (Company) to investigate all facts contained in this application for employment.

I authorize the release of any and all information by my present and past employers, wherever located, as well as by personal and professional references, educational institutions and professional or vocational licensing agencies, any or all of which may be required for a thorough reference check.

I authorize all these reference sources to give Company any and all information concerning my employment and any other pertinent information which they may have about me, personal or otherwise.

I authorize Company to check my criminal, credit and driving records, in each case for the prior 10 year period.

I release all parties from all liabilities for any damages which may result from the furnishing of said information.

I understand and agree, if I am employed by Company, that my employment may be terminated at any time by Company, with or without cause and with or without notice, and therefore, while employed I will be employed at "the will" of Company.

Signed _____

Date _____

R.K. MILES, INC.

**NOTICE REGARDING BACKGROUND INVESTIGATION
[IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING ACKNOWLEDGMENT]**

Employer (“the Company”) may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a “consumer report” and/or an “investigative consumer report” which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may be obtained at any time after receipt of your authorization and, if you are hired, throughout your employment. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by Corporate Screening Services, Inc., 16530 Commerce Court, Cleveland, OH 4413, Phone: 800-229-8606, Fax: (440) 243-4204 or another outside organization. The scope of this notice and authorization is all-encompassing, however, allowing Employer to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and, if you are hired, throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

New York applicants or employees only: You have the right to inspect and receive a copy of any investigative consumer report requested by Employer by contacting the consumer reporting agency identified above directly.

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of “consumer reports” and/or “investigative consumer reports” at any time after receipt of this authorization and, if I am hired, throughout my employment. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by Corporate Screening Services, Inc., another outside organization acting on behalf of Employer, and/or Employer itself. I agree that a facsimile (“fax”) or photographic copy of this Authorization shall be as valid as the original.

Minnesota and Oklahoma applicants or employees only: Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company.

California applicants or employees only: By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report if one is obtained by the Company at no charge whenever you have a right to receive such a copy under California law.

Name: _____
Please Print

Social Security Number _____ DOB** _____

Current Address _____

City _____ / State _____ / Zip _____

Drivers License Number _____ State _____

Signature: _____ Date: _____

**Date of Birth is being requested in order to obtain accurate retrieval of records.

NOTICE REGARDING BACKGROUND INVESTIGATION
PURSUANT TO CALIFORNIA LAW

Employer (the “Company”) intends to obtain information about you from an investigative consumer reporting agency and/or a consumer credit reporting agency for employment purposes. Thus, you can expect to be the subject of “investigative consumer reports” and “consumer credit reports” obtained for employment purposes. Such reports may include information about your character, general reputation, personal characteristics and mode of living. With respect to any investigative consumer report from an investigative consumer reporting agency (“ICRA”), the Company may investigate the information contained in your employment application and other background information about you, including but not limited to obtaining a criminal record report, verifying references, work history, your social security number, your educational achievements, licensure, and certifications, your driving record, and other information about you, and interviewing people who are knowledgeable about you. The results of this report may be used as a factor in making employment decisions. The source of any investigative consumer report (as that term is defined under California law) will be Corporate Screening Services, Inc., 16530 Commerce Court, Cleveland, OH 44130, Phone: 800-229-8606, Fax: (440) 243-4204. The source of any credit report will be [add name of credit bureau].

The Company agrees to provide you with a copy of an investigative consumer report when required to do so under California law.

Under California Civil Code section 1786.22, you are entitled to find out from an ICRA what is in the ICRA’s file on you with proper identification, as follows:

- In person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. The ICRA may not charge you more than the actual copying costs for providing you with a copy of your file.
- A summary of all information contained in the ICRA’s file on you that is required to be provided by the California Civil Code will be provided to you via telephone, if you have made a written request, with proper identification, for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.
- By requesting a copy be sent to a specified addressee by certified mail. ICRA’s complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the ICRA’s.

“Proper Identification” includes documents such as a valid driver’s license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the ICRA require additional information concerning your employment and personal or family history in order to verify your identity.

The ICRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection.

You may be accompanied by one other person of your choosing, who must furnish reasonable identification. An ICRA may require you to furnish a written statement granting permission to the ICRA to discuss your file in such person’s presence.