

SINCE 1940

rk MILES

BUILDING MATERIALS SUPPLIER



IT'S TIME FOR YOUR PROJECT.

618 Depot Street • PO Box 1125
Manchester Center, Vermont 05255
tel 802 362 1952
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fax 802 362 6434

88 Exchange Street • PO Box 746
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tel 802 388 2721
toll free 800 564 2721
fax 802 388 2683

207 Portland Street • PO Box 697
Morrisville, Vermont 05661
tel 802 888 4501
fax 802 888 6311

785 Sylvan Park Road
Stowe, Vermont 05672
tel 802 253 8516
fax 802 253 6119

385 Cole Avenue
Williamstown, Massachusetts 01267
tel 413 458 8121
toll free 800 670 7433
fax 413 458 5570

21 West Street • Route 5 North
West Hatfield, Massachusetts 01088
tel 413 247 8300
toll free 866 446 5820
fax 413 247 8338

rk miles.com

Dear Applicant,

Thank you for your interest in gaining employment with **r.k. Miles, Inc.** Applications must be filled out completely; including the Employment Experience. Please include the position you are applying for. You may also include a resume if you would like. Completed applications will be reviewed in a timely manner. If, in our opinion, your prior work experience and qualifications are found suitable for the position for which you applied, you will be called to schedule an interview to discuss your application in greater detail.

All applications are in active status for 90 days, after that time has concluded you may re-apply if the position is open again, however, we will only keep your application on file for 3 months after the application date. You are always welcome to call periodically and check on the status of any job openings. I can be reached at 802-362-1952 ext. 678.

Sincerely,

Tammy Heaton
CFO



REVISÉD 11/20/17

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 _____

Reason for Leaving _____

Primary Responsibilities _____

Employer _____ Phone # _____

Address _____

Position(s) _____

Manager/Supervisor _____

Dates of Employment _____

Reason for Leaving _____

Primary Responsibilities _____

Employer _____ Phone # _____

Address _____

Position(s) _____

Manager/Supervisor _____

Dates of Employment _____

Reason for Leaving _____

Primary Responsibilities _____

Employer _____ Phone # _____

Address _____

Position(s) _____

Manager/Supervisor _____

Dates of Employment _____

Reason for Leaving _____

Primary Responsibilities _____

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. _____

AGREEMENT

PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.

I _____ authorize r.k. MILES, Inc. (Company) to investigate all facts contained in this application for employment. I also certify that the information on this application and its supporting documents is accurate and complete. I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date.

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 release all parties from all liabilities for any damages which may result from the furnishing of said information. If requested, I agree to submit to a criminal and credit background and driving record investigation upon conditional offer of employment. I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment.

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 _____