



618 Depot Street • PO Box 1125 Manchester Center, Vermont 05255 tel 802 362 1952 toll free 888 447 5645 fax 802 362 6434

88 Exchange Street • PO Box 746 Middlebury, Vermont 05753 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

rkmiles.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



## APPLICATION FOR EMPLOYMENT

This application will remain in active status for 90 days from date of application. Applicants are invited to apply again once time has concluded.

Federal and 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						
Physical Address									
2 11) breat 1 1441 ess	Street		City		State	7	Zip		
Mailing Address									
Walling Address	Street		City		State	7	Zip		
Phone # Day			Evening	g					
Position Applied For									
Which r.k. Miles Location	n (check one) Manc	chester Center, VT	Middlebur	y, VT M	Iorrisville, VT	Stowe, V	Γ		
	— Willia	amstown, MA	West Hatfi	eld, MA		_			
Available to Work	Full Time P	Part Time	Days_		H	ours			
Date Available to Start	Desired Rate of Pay								
Have you previously filed	an application with r.k. Mile	es, Inc.	Yes	No 🔲	Dates				
Have you previously been employed by r.k. Miles, Inc.?			Yes	No 🔲	Dates				
You may contact my	present amplayer								
You may not contact	my present employer								
PLEASE NOTE: If	you are applying for a positi	on where driving is	required, we will b	e required to checl	x your driving reco	rd.			
	al law, all persons hired will erification document form t		rify identity and el	igibility to work i	n the United State	es and to complete t	he required		
Manchester Center	Middlebury	Morrisv	ville	Stowe	Willi	amstown	West Hatfield		
Vermont	Vermont	Vermo		Vermont		achusetts	Massachusetts		
802 362 1952	802 388 2721	802 888 4	4501	802 253 8516	413	458 8121	413 247 8300		



## 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 #
EmployerAddress	Phone #
	Phone #
Address	Phone #
AddressPosition(s)	Phone #
Address Position(s) Manager/Supervisor	Phone #
AddressPosition(s)	Phone #
Address Position(s) Manager/Supervisor Dates of Employment Reason for Leaving	Phone #
Address Position(s) Manager/Supervisor Dates of Employment Reason for Leaving Primary Responsibilities Employer	
Address Position(s) Manager/Supervisor Dates of Employment Reason for Leaving Primary Responsibilities	
AddressPosition(s)	
Address Position(s)  Manager/Supervisor  Dates of Employment  Reason for Leaving  Primary Responsibilities  Employer  Address  Position(s)	
Address	



## EDUCATION AND TRAINING

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

Number of Years CompletedDiploma/Degree
Name/Location_
Number of Years CompletedDiploma/Degree
Name/Location_
Number of Years CompletedDiploma/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



## **AGREEMENT**

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

Iauthorize 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