



HOME OFFICE  
618 DEPOT STREET  
PO BOX 1125  
MANCHESTER CTR., VERMONT 05255  
tel 802 362 1952 | toll free 888 447 5645 | fax 802 362 6434  
**BUILDING TRUST. DELIVERING RESULTS.**

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 \_\_\_\_\_  
Street City State Zip

Mailing Address \_\_\_\_\_  
Street City State Zip

Phone # Day \_\_\_\_\_ Evening \_\_\_\_\_ Email Address \_\_\_\_\_

Position Applied For \_\_\_\_\_

Which r.k. Miles Location (check one)  Manchester Center, VT  Middlebury, VT  Morrisville, VT  Stowe, VT  
 Williamstown, MA  West Hatfield, MA  Montpelier, VT  St. Johnsbury, VT  Waitsfield, VT  Barre, VT

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 \_\_\_\_\_

- You may contact my present employer
- You may not contact my present employer

PLEASE NOTE: If you are applying for a position where driving is required, we will be required to check your driving record.

**In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.**

### VERMONT

Manchester Center Vermont 802 362 1952	Middlebury Vermont 802 388 2721	Morrisville Vermont 802 888 4501	Stowe Vermont 802 253 8516
Montpelier Vermont 802 223 2335	St. Johnsbury Vermont 802 748 2341	Waitsfield Vermont 802 496 2424	Barre Vermont 802 476 4156

### MASSACHUSETTS

Williamstown Massachusetts 413 458 8121	West Hatfield Massachusetts 413 247 8300
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return application to:

PO Box 1125 + Manchester Center, VT 05255 + Fax 802 362 6434 + Email: [hr@rkmiles.com](mailto:hr@rkmiles.com)

REVISED 10/20/20



## EMPLOYMENT EXPERIENCE

Please find my resume attached.

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 \_\_\_\_\_

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Employer \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

Position(s) \_\_\_\_\_

Manager/Supervisor \_\_\_\_\_

Dates of Employment \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Primary Responsibilities \_\_\_\_\_

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Employer \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

Position(s) \_\_\_\_\_

Manager/Supervisor \_\_\_\_\_

Dates of Employment \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Primary Responsibilities \_\_\_\_\_

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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 \_\_\_\_\_

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Name/Location \_\_\_\_\_

Number of Years Completed \_\_\_\_\_ Diploma/Degree \_\_\_\_\_

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Name/Location \_\_\_\_\_

Number of Years Completed \_\_\_\_\_ Diploma/Degree \_\_\_\_\_

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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 \_\_\_\_\_