



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. 627.

Sincerely,

Lana Prouty  
Human Resources Manager



## 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 \_\_\_\_\_

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

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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 \_\_\_\_\_