

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



please print clearly

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."

Name				Application Da	ıte
Last First		First		MI	
Physical Address					
	Street	Ci	ity	State	Zip
Mailing Address					
-	Street	Ci	ity	State	Zip
Phone # Day	Evening		Email Addr	ress	
Position Applied For					
Which r.k. Miles Location	n (check one)	anchester Center, VT	Middlebury, VT	Morrisville, VT	Stowe, VT
William	stown, MA West	Hatfield, MA Mo	ntpelier, VT	St. Johnsbury, VT 🔲 Waitsfie	eld, VT Barre, VT
Available to Work	Full Time	Part Time	Days	Hou	ırs
Date Available to Start			De	esired Rate of Pay	
Have you previously filed	an application with r.k. N	Tiles, Inc. Ye	es No	o Dates	
Have you previously been	n employed by r.k. Miles, I	nc.? Ye	es No	o Dates	
You may contact my	present employer				
	t my present employer				
Tou may not contact	iny present employer				
PLEASE NOTE: If	f you are applying for a po	sition where driving is rec	quired, we will be requ	aired to check your driving record.	
		-	-	,	
employment eligibility v			videntity and eligibil	ity to work in the United States :	and to complete the required
	VERMONT			MASSACHUSETTS	
Manchester Center Vermont	Middlebury Vermont	Morrisville Vermont	Stowe Vermont	Williamstown Massachusetts	
802 362 1952	802 388 2721	802 888 4501	802 253 8516	413 458 8121	413 247 8300
		****	-		
Montpelier Vermont	St. Johnsbury Vermont	Waitsfield Vermont	Barre Vermont		
802 223 2335	802 748 2341	802 496 2424	802 476 4156		



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	
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 r	elative to the position applied for:
Please identify any additional knowledge, skills, qualifications, publications or awar for employment:	ds that will be helpful to us in considering your application
What professional organizations or business activities are you involved with, relativ	e to your ability to perform the position applied for?
Please provide the names, titles, and phone numbers of three business references, or to you:	ther than present or former employers, who are not related
1	
2	
3	



AGREEMENT

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

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