

Dear Applicant,

Thank you for your interest in employment with r.k. Miles, Inc.

Please complete all sections of the employment application, including your employment experience history. Please also indicate the location and position you are applying for. You are also welcome to include a resume.

We review completed applications as they are received. If your experience and qualifications are a good match for an available position, we will contact you to schedule an interview and learn more about you.

Please note applications remain active for 90 days from the date submitted. After 90 days, you are welcome to reapply for any positions that are available.

We encourage you to check back periodically for new opportunities with r.k. Miles, Inc.

If you have any questions, please contact me at proutyl@rkmiles.com or 802.549.5627.

Sincerely,

Lana Prouty
Human Resources Manager



REVISÉ 4/06/26

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 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 _____