



EMPLOYMENT APPLICATION

P.O. BOX 7627 ~ Charlottesville, VA 22906 434.973.4333

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, disability or any other legally protected status.

APPLICANT INFORMATION										**TO BE ACCEPTED FOR ANY POSITION PLEASE WRITE CLEARLY AND COMPLETE ALL SECTIONS OF APPLICATION**									
Last Name				First				M.I.		Date									
Street Address						Apartment/Unit #													
City				State				ZIP											
Phone				E-mail Address															
Date Available				Social Security No.				Desired Salary											
Position Applied for						Special Training Received:													
Are you a citizen of the United States?				YES <input type="checkbox"/>		NO <input type="checkbox"/>		If no, are you authorized to work in the U.S.?				YES <input type="checkbox"/>		NO <input type="checkbox"/>					
Have you ever worked for this company?				YES <input type="checkbox"/>		NO <input type="checkbox"/>		If so, when?											
Have you ever been convicted of a felony?				YES <input type="checkbox"/>		NO <input type="checkbox"/>		If yes, explain											
Are you 18 years of age or over?				YES <input type="checkbox"/>		NO <input type="checkbox"/>		Do you have reliable transportation to work?				YES <input type="checkbox"/>		NO <input type="checkbox"/>					
Special Machinery / Equipment Operated:																			
EDUCATION																			
High School				Address															
From		To		Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree									
College				Address															
From		To		Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree									
Other				Address															
From		To		Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree									
REFERENCES																			
<i>Please list three professional references.</i>																			
Full Name				Relationship															
Company				Phone						Email									
Full Name				Relationship															
Company				Phone						Email									
Full Name				Relationship															
Company				Phone						Email									
List any relatives currently working at Better Living:														Location:					

PREVIOUS EMPLOYMENT (STARTING WITH MOST RECENT)

Company				Phone		
Address				Supervisor		
Job Title			Starting Salary	\$	Ending Salary	\$
Responsibilities						
From		To		Reason for Leaving		
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Company				Phone		
Address				Supervisor		
Job Title			Starting Salary	\$	Ending Salary	\$
Responsibilities						
From		To		Reason for Leaving		
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Company				Phone		
Address				Supervisor		
Job Title			Starting Salary	\$	Ending Salary	\$
Responsibilities						
From		To		Reason for Leaving		
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	

HOW DID YOU HEAR ABOUT THIS POSITION? (CHECK ONE) NEWSPAPER WALK-IN BETTER LIVING WEBSITE CRAIGSLIST
 BETTER LIVING EMPLOYEE REFERRAL LIST EMPLOYEE NAME _____

MILITARY SERVICE

Branch				From		To	
Rank at Discharge				Type of Discharge			
If other than honorable, explain							

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature				Date		
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Better Living Inc.
NOTICE TO ALL APPLICANTS

The problem of drug and alcohol abuse has received national attention because of its magnitude and its potential for harm to individuals and society. Better Living, Inc. is deeply concerned about the use of drugs and alcohol in the work place. We strongly believe that our working environment must be drug and alcohol free for reasons of safety, health, quality, service and productivity. A working environment not influenced by drugs and alcohol is in the best interest of all employees. We all must work together to keep our company free of drug and alcohol problems.

Before a job offer is made, an applicant for employment will be tested for alcohol, controlled substances and illegal drugs. The drug screening results will be returned to the company. This information will be used in the decision making process for your employment. An applicant who refuses to be tested or tests positive for alcohol, controlled substances or illegal drugs shall not be extended an offer of employment. In the cases of controlled substances, an applicant may be hired, in the discretion of the Company, if he or she can prove, through clear and convincing evidence, that his or her use of a controlled substance was prescribed by a licensed medical practitioner and consistent with legal drug use. Applicants denied employment due to refusal to be tested or due to a positive drug test may not reapply for employment for at least six months. Employees returning from a layoff may be tested at the discretion of the Company.

In some circumstances, an applicant will be offered employment and begin working before Better Living, Inc. receives the drug screening results. If the results are positive, the new employee will be terminated immediately and may not reapply for employment for at least six months. As stated in the previous paragraph, however, if the drug screening results in a positive test for controlled substances, the new employee will not be terminated, in the discretion of the Company, if he or she can prove, through clear and convincing evidence, that his or her use of a controlled substance was prescribed by a licensed medical practitioner and consistent with legal drug use.

By signing this statement, the applicant understands that he/she consents to the drug screen being done and the applicant further understands that he/she releases Better Living, Inc. the examining physician, and the laboratory conducting the testing from any and all claims resulting from or arising out of the drug screen urinalysis as well as from any claims arising out of the use of the results of the drug screen urinalysis.

APPLICANT FURTHER AGREES THAT IF HE/SHE BEGINS WORKING AND THEN IS TERMINATED DUE TO POSITIVE DRUG SCREEN RESULTS, THE COST OF THE DRUG TEST PLUS A 20% PROCESSING FEE WILL BE DEDUCTED FROM ANY WAGES DUE TO THE APPLICANT UPON TERMINATION.

Applicant Signature

Date

Applicant Name (Print)