**APPLICATION FOR EMPLOYMENT**

*Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin or disability.*

**Personal Information**

Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Middle Initial: \_\_\_\_\_

Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ St: \_\_\_\_\_ Zip:\_\_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_\_\_\_\_\_\_\_ Cell: ( )\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you legally eligible for employment in the United States: Yes \_\_\_\_\_ No \_\_\_\_\_

Education: College \_\_\_\_\_, High School \_\_\_\_\_, Trade School \_\_\_\_\_, Other \_\_\_\_\_\_

**Position Sought: Office Staff, Tulsa AFG Intergroup Service Office**

The Office Staff position is passionate about delivering a customer service experience that embodies respect and professionalism towards customers, members and others at all times. Employees represent Al-Anon in every interaction and having the right attitude means that Al-Anon principles are the priority of this position.

**Job Requirements:**

* ACTIVE member of the Al-Anon Family program with a Home Group and attend an Al-Anon meeting at least once a week
* Interpersonal and communication skills
* Ability to work independently
* Dependable, responsible and self-motivated
* Computer skills (QuickBooks useful)

*I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.*

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please complete and mail or deliver a copy of this form to:**

Tulsa AFG Intergroup Service Office

4833 S. Sheridan Suite 414

Tulsa, OK 74145