

Association Manager Job Application

Madison Area USBC Association
4710 E Broadway, Ste 185
Madison, WI 53716

Application Deadline: July 7, 2017

Please email completed Application and Resume to:
madisonusbassoc@gmail.com

Questions: Call Mary at 608-239-8972

APPLICATION INFORMATION – Please type or print clearly in black ink

Name (Last)	Name (First, Middle)
Street Address	Day Telephone ()
City, State Zip	Evening Telephone ()

Email address

Are there other names under which you have worked or attended school? Yes ☐ No ☐
If yes, please list for reference checking purposes.

Are you over the age of 18? Yes ☐ No ☐

Have you ever been convicted of a crime or pleaded no contest for any offense or violation other than minor traffic violations? Yes ☐ No ☐

If yes, explain 1) nature of crime, 2) date of conviction, and 3) state in which convicted. (Convictions are not automatic bar from employment.)

Do you have any pending criminal charges against you? Yes ☐ No ☐

If yes, describe 1) nature or crime, 2) date issued, and 3) county and state where issued.

Have you ever applied for this association before?

Yes ☐ No ☐

If yes, when:

Are you a current member of the USBC Registered Volunteer Program?

Yes ☐ No ☐

Badge Expiration Date: _____

Have you ever worked for this association before?

Yes ☐ No ☐

If yes, when

Position Applying for: Madison Area USBC Association Manager

PT or FT Desired	Salary Preference	Hours Available	When can you start?
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How were you referred to this association?

☐ Bowling Center
 ☐ Friend/Relative
 ☐ Facebook
 ☐ Website: _____

SPECIAL SKILLS

1. Please describe computer software knowledge, website knowledge, and social media skills.

2. Please describe other computer and technology knowledge.

EDUCATION

School	Name and Location	No. Years Attended	Major Subjects	Diploma or Degree Rec'd
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No Type:
College				<input type="checkbox"/> Yes <input type="checkbox"/> No Type:
Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No Type:
Other (specify)				<input type="checkbox"/> Yes <input type="checkbox"/> No Type:

TRAINING COURSES-List any relevant academic honors, awards, scholarships, professional organizations, volunteer activities, certificates, publications, licenses, or any other information you consider significant and relevant to employment at this association:

Course/Seminar	Organization Sponsoring	Content	Date(s) Attended

EMPLOYMENT/ASSOCIATION HISTORY –List present or most recent employment and/or association positions first. Complete even if accompanied by a resume.

Employer/Association	Position Title		Start Date	End Date
Street Address		Salary	Hrs. per week	
City, State Zip	Last Supervisor's Name	Employer/Association's Phone ()	May we contact this employer/association? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Describe Duties/Responsibilities:			Reason for Leaving	
Employer/Association	Position Title		Start Date	End Date
Street Address		Salary	Hrs. per week	
City, State Zip	Last Supervisor's Name	Employer/Association's Phone ()	May we contact this employer/association? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Describe Duties/Responsibilities:			Reason for Leaving	
Employer/Association	Position Title		Start Date	End Date
Street Address		Salary	Hrs. per week	
City, State Zip	Last Supervisor's Name	Employer/Association's Phone ()	May we contact this employer/association? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Describe Duties/Responsibilities:			Reason for Leaving	
Employer/Association	Position Title		Start Date	End Date
Street Address		Salary	Hrs. per week	
City, State Zip	Last Supervisor's Name	Employer/Association's Phone ()	May we contact this employer/association? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Describe Duties/Responsibilities:			Reason for Leaving	

REFERENCES-List three persons other than personal friends or relatives who have knowledge of your bowling background or education.

Name	Mailing Address	Phone No. (Day)

Please Read Carefully Before Signing This Form

1. All information contained in this application is true to the best of my knowledge and belief. I understand that misrepresentations or omissions of any kind may result in denial of employment or be cause for subsequent dismissal if I am selected/hired.
2. I authorize this association to investigate my responses on this application and contact any or all of my former employers or any individuals familiar with me or my employment background for the purpose of verifying any information I have provided and/or for the purpose of obtaining any information, whether favorable or unfavorable, about me or my employment. I voluntarily and knowingly fully release and hold harmless any person or organization that provides information pertaining to my employment or me.
3. I understand that upon being offered this position I have 3 days to accept or decline the position.
4. Regardless of whether or not I become selected/hired by this association, I recognize that this application is not and should not be considered a contract of employment. I understand that selection/employment at this association is on an at-will-basis and that my selection/employment may be terminated with or without cause, and without notice, at any time, at my option or the association's, unless specifically provided otherwise in a written selection/employment contract. I further understand that no association employee or representative has the authority to enter into a contract regarding duration or terms and conditions of selection/employment other than an officer or official of the association, and then only by means of a signed, written document.

Signed by Applicant: _____ Date: _____

Thank you for your interest in our association.