

# ASSOCIATION MANAGER JOB APPLICATION

JOB DESCRIPTION ON BACK



## APPLICANT INFORMATION

Name: (Last, First, Middle) \_\_\_\_\_

Street Address: \_\_\_\_\_ Daytime Phone \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Evening Phone \_\_\_\_\_

ID Card # and Number of years as a USBC (ABC/WIBC/YABA) member: \_\_\_\_\_

## SPECIAL SKILLS:

1. Please describe your experiences with computer hardware and software: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Please describe other office equipment experience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Please describe any public relations, marketing, sales, organization, planning and communication training or experience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## EDUCATION:

High School: \_\_\_\_\_

College: \_\_\_\_\_

Graduate: \_\_\_\_\_

Other: \_\_\_\_\_

List any relevant work/position with bowling organizations, 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.

<u>COURSE/SEMINAR</u>	<u>ORGANIZATION</u>	<u>CONTENT</u>	<u>DATE(S) ATTENDED</u>

**EMPLOYMENT/ASSOCIATION HISTORY and REFERENCES: Attach a resume listing your present or most recent employment (include contact information) along with bowling association positions held. List 3 people, other than personal friends or relatives, who have knowledge of your bowling background or education.**

**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 misrepresentation 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 and 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 receiving a job offer, a physical examination and/or drug screening may be required.  
(NOTE: If this is a job requirement you will be notified.)
4. Regardless of whether or not I am hired by this association, I recognize that this application is not and should not be considered a contract of employment. 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 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: \_\_\_\_\_

Mail Applications to the RCUSBC Association President:

Howard Sharkey  
3809 Sturgis Rd.  
Rapid City, SD 57702

**DEADLINE:** May 31, 2017