



## ELKO COUNTY USBC Association Manager Application

Email Address: [employment@elkousbc.org](mailto:employment@elkousbc.org)

### APPLICANT INFORMATION – Please type or print clearly in black ink

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Day Telephone: \_\_\_\_\_ Evening Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

List all other names under which you have worked or attended school for reference purposes:

\_\_\_\_\_

\_\_\_\_\_

Have you been charged/convicted of a crime or pleaded no contest for any offense/violation other than minor traffic violations? \_\_\_\_\_

If yes, please explain 1) nature of crime, 2) date of charge/conviction, 3) county/state in which charged/convicted. (charges/convictions are not an automatic bar for consideration.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you been suspended from ABC, WIBC, YABA or USBC? If yes, please explain:

\_\_\_\_\_

\_\_\_\_\_

**Education**, please list school name, location degree and years attended/graduated:

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

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

Other (Specify type of education/training): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

USBC Membership Number: \_\_\_\_\_

How many years have you been a USBC member? \_\_\_\_\_

**Employment/Administrative Experience**

Current Occupation/Position: \_\_\_\_\_

Employer (include contact information): \_\_\_\_\_

Years in Current Position \_\_\_\_\_ If less than 5 years, list past occupations/employers:

**Special Skills**

Please describe any office management, office equipment, customer service, or administrative experience that would help you serve as Association Manager.

Please describe your experience with the following software:

BTM (Bowlers Tournament Management): \_\_\_\_\_

WinLabs: \_\_\_\_\_

QuickBooks/Quicken: \_\_\_\_\_

Microsoft Excel: \_\_\_\_\_

Microsoft Word: \_\_\_\_\_

Outlook/Email: \_\_\_\_\_

Social Media: \_\_\_\_\_

**Other Recommended Knowledge/Experience**

Please describe your knowledge/experience with the following:

USBC Rules: \_\_\_\_\_  
\_\_\_\_\_

Roberts Rules of Order: \_\_\_\_\_  
\_\_\_\_\_

Bookkeeping/Accounting: \_\_\_\_\_  
\_\_\_\_\_

Budget Preparation: \_\_\_\_\_  
\_\_\_\_\_

### **Bowling Experience**

Have you served on Elko County USBC Board? If yes, in what capacity: \_\_\_\_\_  
\_\_\_\_\_

Have you served on any other bowling association board? If yes, where and in what capacity:  
\_\_\_\_\_  
\_\_\_\_\_

Have you served on any Elko County Bowling Leagues? If yes, which league and in what capacity:  
\_\_\_\_\_  
\_\_\_\_\_

### **Manager Responsibilities**

Are you able to:

- ☐ Attend all ECUSBC Board Meetings
- ☐ Organize and attend association tournaments and events
- ☐ Prepare financial reports
- ☐ Maintain league and association records
- ☐ Process sanctions and memberships
- ☐ Work with leagues secretaries/treasurers
- ☐ Communicate with USBC National
- ☐ Meet required deadlines throughout the season

**References.** Include name, contact information AND at least one non-bowling reference.

1. \_\_\_\_\_

2. \_\_\_\_\_
3. \_\_\_\_\_

Why are you interested in serving as Association Manager and/or are there other skills not included above you want to include? \_\_\_\_\_

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*PLEASE READ CAREFULLY BEFORE SIGNING THIS FORM*

1. All information contained in the 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 Elko County USBC 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/bowling 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, my employment or bowling experience. I voluntarily and knowingly fully release and hold harmless any person or organization that provides information pertaining to my employment, bowling experience or me.
3. I understand that upon receiving a job offer, a physical examination, criminal history check and drug screening may be required. (Note: If this is a job requirement, I will be notified.)
4. Regardless of whether or not I have been selected/hired by Elko County USBC, I recognize that this application is not and should not be considered a contract of employment. I understand that selection/employment at Elko County USBC 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 term and conditions of selection/employment other than an officer or official of the association with board approval and then only by means of a signed, written document.

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

*Thank you for your interest in Elko County USBC*