

Employment Application
Milwaukee Area USBC Bowling Association



Date: _____

Applicant Information:

Name: (last) _____ (first) _____ (middle) _____

Address: _____ Day Phone: _____ Night Phone: _____

City: _____ State: _____ Zip: _____

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

Are you under 18 years of age, do you have a work permit? 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 ___

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

Position applying for:

Association Manager Salary Preference: _____

Hours Available: 24/7 When can you start? _____



Deadline to submit this application is June 30, 2017. All submissions must be postmarked or emailed no later than this date to be considered.

Completed applications can be sent to the MABA President, Bonnie DeHarde via email at dehardebon@aol.com or via US Mail to Bonnie DeHarde at 3245 S 145th Street, New Berlin 53151

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Special Skills:

Please describe processing speed, software knowledge and office equipment experience:

Education:

<u>School</u>	<u>Name and Location</u>	<u>No. of Years</u>	<u>Major Subjects</u>	<u>Diploma</u>
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High

College

Graduate

Other

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Training Courses:

<u>Seminar</u>	<u>Sponsored by</u>	<u>Content</u>	<u>Dates Attended</u>

Association History:

Association:

Past Work History / Experience:

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Duties & Responsibilities:

- Certify Leagues and Bowlers
- Provide guidance to local league secretaries
- Create certification kits for pre-season secretaries meeting
- Keep track of bowler's averages and print average book
- Enlist sponsorship of ads for average book
- Transmit awards to bowling headquarters
- Keep track of local points for "Bowler of the Year"
- Write letters in the name of the association
- Provide information to up-date association web site
- distribute newsletter
- Create monthly meeting agenda
- Keep track of outstanding old business for the agenda
- Create agenda and materials for annual organizational meeting
- Prepare script for the president at the organizational meeting
- Create all paperwork for tournaments
- Assist at all the tournaments
- Maintain tournament five-year plan
- Enlist tournament sponsors to increase prize money
- Advise awards banquet committee on attendees to banquet
- Write and print awards banquet programs
- Write and print Hall of Fame programs
- Order and deliver all awards for the awards banquet
- Provide guidance to other committees as required
- Budget
- Filing of all appropriate State and Federal Forms as required by USBC and the IRS

Computer Programs

- Microsoft Word
- Microsoft Excel
- QuickBooks
- Winlabs