

**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](mailto:dehardebon@aol.com) or via US Mail to Bonnie DeHarde at 3245 S 145th Street, New Berlin 53151

# Employment Application

Milwaukee Area USBC Bowling Association



## **Special Skills:**

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

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## **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

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College

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Graduate

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Other

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## Training Courses:

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

## Association History:

Association:

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## 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