

The following pages are a **SAMPLE** job application that USBC associations may use when hiring employees, such as the Association Manager.

Please feel free to make any changes necessary to fit with your local association’s needs.

* Be sure to update the heading to include your association name and contact information

To use, delete this cover page, make any necessary changes, and save to your computer for future use.

NOTE: Please be aware of any state or local laws regarding employment. USBC is not responsible for errors or omissions on this form pertaining to your specific state/local employment laws.

***SAMPLE – ASSOCIATION JOB APPLICATION***

**\*\*\*\*\*\*\*\*\*\* USBC Association Employment Application *(SAMPLE)***

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- |
| **APPLICATION INFORMATION – Please type or print clearly in blue or black ink.** | |
| Name (Last) | Name (First, Middle) |
| Street Address: | |
| City, State, Zip: | |
| Day Telephone: | Cell Phone: |
| 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) the nature of the crime, 2) date of conviction, and 3) state in which convicted. (Convictions are not automatically bared from employment.) | |
| Do you have any pending criminal charges against you? ☐ **Yes** ☐ **No**  *If yes, describe 1) the nature or crime, 2) date issued, and 3) country and state where issued.* | |
| Have you ever worked for a USBC Association before? ☐ **Yes** ☐ **No**  *If Yes, Where and When:* | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Position Applying For:** | | | | | | | | | |
| PT or FT Desired | | | Salary Preference | | | Hours Available | | When can you start | |
| How were you referred to this association?  ☐ Friend/Relative ☐ Ad ☐ Website/Social Media ☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |
| **SPECIAL SKILLS:** | | | | | | | | | |
| Please describe processing speed, software knowledge, and office equipment experience. | | | | | | | | | |
| Please describe other office equipment experience. | | | | | | | | | |
| **EDUCATION:** | | | | | | | | | |
| **School** | **Name and Location** | | | | **Years Attended** | | **Major Subjects** | | **Diploma Degree Rec’d** |
| High School |  | | | |  | |  | | ☐ Yes ☐ No  Type: |
|  | | | |
| College |  | | | |  | |  | | ☐ Yes ☐ No  Type: |
|  | | | |
| Graduate |  | | | |  | |  | | ☐ Yes ☐ No  Type: |
|  | | | |
| Other (Specify) |  | | | |  | |  | | ☐ Yes ☐ 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** | | | |
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| **EMPLOYMENT HISTORY –** *List present or most recent employment and/or association positions first. Complete even if accompanied by a resume.* | | | | | |
| **Employer** | | Position Title | | Start Date | End Date |
| Street Address | | | Salary | Hours per week | |
| City/State/Zip | Last Supervisor’s Name | | Employer/Association’s Phone | May we contact this employer?  ☐ Yes ☐ No | |
| Describe Duties/Responsibilities: | | | | Reason for Leaving | |
| **Employer** | | Position Title | | Start Date | End Date |
| Street Address | | | Salary | Hours per week | |
| City/State/Zip | Last Supervisor’s Name | | Employer/Association’s Phone | May we contact this employer?  ☐ Yes ☐ No | |
| Describe Duties/Responsibilities: | | | | Reason for Leaving | |
| **Employer** | | Position Title | | Start Date | End Date |
| Street Address | | | Salary | Hours per week | |
| City/State/Zip | Last Supervisor’s Name | | Employer/Association’s Phone | May we contact this employer?  ☐ Yes ☐ No | |
| Describe Duties/Responsibilities: | | | | Reason for Leaving | |

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| --- | --- | --- |
| **REFERENCES:** *List three persons other than personal friends or relatives who have knowledge of your background or education.* | | |
| Name | Mailing Address | Phone Number (Day) |
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***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 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 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 knowing 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, it is a requirement of the position to complete the RVP (Registered Volunteer Program) screening. Also, a physical examination and drug screen may be required. (Note: If this is a job requirement, you will be notified.)
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 election/employment other than an officer or official of the association, and the only by means of a signed, written document.

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

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Thank you for your interest in our association.*

A close up of a sign

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