

Job opportunity



Association Manager

Applications must be submitted to the address listed on the application not later than May 15, 2022

Questions should be directed to Jolly Ramsey
At 2jolly1@charter.net



Carson Country USBC Association Manager Application



Date: _____

Name (Last) _____ (First) _____ (MI) _____

Street Address _____

City _____ State _____ Zip _____

Day Telephone () _____ Evening Telephone () _____ Cell () _____

If you have used another name in the past, list it here: _____

If you have any pending criminal charges against 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, please provide information on the nature of the crime, date of conviction or date charges brought against you and county and/or state in which charged/convicted. (Note: Convictions are not an automatic bar from employment; however, failure to provide this information may impact the selection process and could result in termination if selected.)

Check each of the office products you have experience with:

WINLabs _ . Spreadsheets ____ Word-Processing Program ____ Quickbooks ____

If you have served on an Association Board in the past, please complete the following section starting with the most current position (only list the past three if you have more):

Association Name	Position(s) held	From	To

Education:

School	Name & Location	No. Years Attended	Major	Diploma or Degree received
High				
Undergraduate				
Graduate				
Other				

Training courses relevant to position applying for (e.g., office management, communications, leadership, USBC seminars (WinLABS, Financial Mgmt), etc.):

Course/Seminar	Sponsoring Org	Content	Date(s) Attended

Employment History (Start with most recent)

Employer	Position Title	From	To
City & State	Hours per week	May we contact employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Last Supervisor's Name	Employer's Telephone		
Describe duties/responsibilities		Reason for leaving	

Employer	Position Title	From	To
City & State	Hours per week	May we contact employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Last Supervisor's Name	Employer's Telephone		
Describe duties/responsibilities		Reason for leaving	

Employer	Position Title	From	To
City & State	Hours per week	May we contact employer? Yes ___ No _ .	
Last Supervisor's Name	Employer's Telephone		
Describe duties/responsibilities		Reason for leaving	

Additional information that you would like the application review committee to know:

Please read the following carefully before signing this application.

All information contained in this application is true to the best of my knowledge and belief. I understand that misrepresentations or omissions of any kind may result in denial or removal from office.

Applicant signature _____ Date: _____
An electronically signed document is acceptable.

Thank you for your interest in our association.

Please mail, email, or drop this application to the applicable address listed below.

The application must be received or postmarked no later than **May 15, 2022.**

Mail Application to:

Carson Country USBC
Attn: Jolly Ramsey, President
PO Box 22465
Carson City, NV 89721

Email: 2jolly1@charter.net

Drop in Adult Drop Box @ Centers