

Events Center Staff

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|---|
| Organization |
| Duplin County Events Center |
| Website |
| http://www.duplinevent.com |
| Location |
| Kenansville, NC |
| Country |
| United States |
| Position Level |
| Entry Level/Contract |
| Position Type |
| Flex |

Responsibilities

- Arrive at Events Center at time requested by events manager or other supervisor.
- Provide manual labor associated with set-up and breakdown of all equipment for any event, including but not limited to setting up chairs, tables, sweeping and so forth.
- Keep grounds mowed and in appropriate appearance for any event.
- Clean restrooms and arena sufficiently and appropriately ensuring they are appropriately stocked and any trash is removed according to standard procedures.
- Assist any ticketed visitors with seating.
- Provide ticket sales and ticket scanning.
- Provide any cleaning as necessary to keep the Events Center in a clean and appropriate condition before, during and after events.
- Prepare and serve food, drinks, and/or snacks as needed while adhering to health regulations.
- Assist with parking.
- Provide any appropriate assistance for event as required.
- \$8.75 per hour

Application Instructions

Applications should be submitted to Duplin County Events Center at 195 Fairgrounds Drive, Kenansville, NC 28349.

DUPLIN COUNTY

P.O. BOX 910
 KENANSVILLE, NC 28349
 (910) 296-2174
 duplincountync.com

An Equal Opportunity Employer

APPLICATION FOR EMPLOYMENT

This application is designed to protect individual rights and privacy and to insure equal employment opportunity. All questions are considered important for employment and no other use is intended for the information.

1. Position applied for _____ Date _____

2. _____
 (Last Name) (First) (Middle, if married, use maiden)

3. Mailing Address _____
 (No. & Street) (City) (County) (State) (Zip Code)

Telephone: Home _____ Business _____ If none, where can you be reached by phone? _____

4. Are you at least 18 or older? Yes _____ No _____ If "No", what is your birthdate? _____

5. When will you be available for employment? _____

6. Are you seeking: _____ Full-time work _____ Part-time work _____ Temporary work

7. Are you a veteran? Yes _____ No _____ Type of discharge _____

8. Are you a U.S. Citizen or are you an alien lawfully authorized to work in the United States? Yes _____ No _____

INDICATE ANSWER BY PLACING AN "X" IN THE PROPER COLUMN

9. Have you ever worked for Duplin County local government? Yes _____ No _____

10. May inquiry be made of your present employer regarding your character, qualifications, performance, etc. ? Yes _____ No _____

11. Are you related by blood or marriage to any person now employed by Duplin County? If "Yes", give name, relationship and Department in space provided. Yes _____ No _____

 Name Relationship Department

 Name Relationship Department

12. Have you ever been convicted of an offense other than a minor traffic violation? A conviction does not mean you cannot be hired. The offense and how recently you were convicted will be evaluated in relation to the job for which you are applying. (If "Yes" please explain fully on an additional sheet.) Yes _____ No _____

13. References: If you wish to list references, list persons who are not related to you who have knowledge of your qualifications for the position(s) for which you are applying. Please list the phone number of references where they can be reached from 8:00 a.m. to 5:00 p.m.

(a) Name _____ Address _____ Phone No. _____

(b) Name _____ Address _____ Phone No. _____

(c) Name _____ Address _____ Phone No. _____

14. EDUCATION - Give your complete educational history below:

Circle highest school year completed 1 2 3 4 5 6 7 8 9 10 11 12

Did you either graduate from high school or pass the High School Equivalency Test? Yes _____ No _____

High School Name: _____ Location _____ Ending Date: _____

| Education Beyond High School Name & Location | Attended From Month/Yr. | To Month/Yr. | Circle Number of Years Completed | Did You Graduate | Degree/ Diploma Year Rec'd | Major Subject |
|--|-------------------------|--------------|----------------------------------|------------------|----------------------------|---------------|
| College or University | | | 1 2 3 4 | | | |
| Technical College | | | 1 2 | | | |

15. List fields of work for which you are licensed, registered, or certified, give date(s) and sources or issuance:

16. List typing and shorthand skills, machines you can operate, and other skills in which you are proficient:

17. If the position applied calls for specific courses, indicate courses and credits received.

18. EMPLOYMENT RECORD - Answer questions for each period of employment. Failure to give complete information may result in rejection of your application. Begin with your present or last position.

(a) Title of present or last position _____ Starting Salary _____ Ending Salary _____

Date Employed _____ Date Separated _____

Full -Time: Years _____ Months _____ Part-Time: Years _____ Months _____ Number of hours/week: _____

Name and Title of Supervisor: _____ Number of employees supervised by you _____

Employer: _____ Phone No. _____

Address: _____

Duties: _____

Reason for leaving: _____

(b) Title of present or last position _____ Starting Salary _____ Ending Salary _____
 Date Employed _____ Date Separated _____
 Full -Time: Years _____ Months _____ Part-Time: Years _____ Months _____ Number of hours/week: _____
 Name and Title of Supervisor: _____ Number of employees supervised by you _____
 Employer: _____ Phone No. _____
 Address: _____
 Duties: _____

 Reason for leaving: _____

(c) Title of present or last position _____ Starting Salary _____ Ending Salary _____
 Date Employed _____ Date Separated _____
 Full -Time: Years _____ Months _____ Part-Time: Years _____ Months _____ Number of hours/week: _____
 Name and Title of Supervisor: _____ Number of employees supervised by you _____
 Employer: _____ Phone No. _____
 Address: _____
 Duties: _____

 Reason for leaving: _____

Certificate of Applicant

Did you personally prepare this application yourself? Yes _____ No _____

I certify to the best of my knowledge and belief, the statements given truly represent my background and experience. I understand that false information may be grounds for rejection of my application or dismissal if I am employed. I hereby acknowledge that all documentation submitted as a part of my application for employment with Duplin County shall become the property of Duplin County and will not be returned to the job applicant.

Applicant's Signature

Date

FOR EQUAL EMPLOYMENT STATISTICAL INFORMATION ONLY

Name: _____ Date of Application _____

Social Security Number: _____ NCDL# _____

Are you a U.S. Citizen? Yes _____ No _____ Date of Birth _____ Male _____ Female _____

American ___ Black ___ Asian American ___ White ___ Spanish Surnamed American ___ Other ___

Application No. _____

AUTHORIZATION FOR REFERENCE RELEASE

TO WHOM IT MAY CONCERN:

I have applied for employment with Duplin County and hereby authorize any present or past employer of mine, any school, or personal reference to release information to the Duplin County Personnel Office regarding my work experience, character, etc. I hereby grant Duplin County authorization to conduct a driver's license check and criminal background check. I release all such persons/institutions from damages or liability as a result of inquiry or the furnishing of the information requested.

Signature of Applicant

Date

DUPLIN COUNTY PERSONNEL OFFICE

I understand that my county application is valid for the particular position for which I have applied.

Applications shall be valid until the position which was advertised and applied for by the applicant has been filled.

Signature of Applicant

Date

**STATE OF NORTH CAROLINA
COUNTY OF DUPLIN**

**CONTRACT AND AGREEMENT
(EVENT CENTER STAFF)**

THIS AGREEMENT is made and entered into this the ____ day of _____, _____, by and between **Duplin County Events Center** an agency of the County of Duplin, hereinafter "County", and _____ a citizen and resident of the State of North Carolina, hereinafter "Contractor." Contractor's Social Security Number or Federal EIN is _____.

W I T N E S S E T H

WHEREAS, COUNTY desires to contract with Contractor to provide services to the Duplin County Events Center during Events at the facility, and

WHEREAS, Contractor desires to contract with COUNTY to provide services to the Duplin County Events Center (hereinafter "Events Center") during Events at the facility.

NOW, THEREFORE TO THAT END and in consideration of the mutual covenants and agreements contained hereinafter, the parties agree as follows:

1. Term of Agreement. The term of this contract shall begin July 1, _____ and shall terminate on or about June 30, _____. This contract becomes effective for each and every event that the Contractor works. Either party, without penalty, may terminate this agreement at any time provided that written notice of such termination is furnished to the other party at least ten (10) days prior to termination. The County does not guarantee that Contractor shall be used for each and every event at the Event Center. The Events Center Operation Manager shall determine whether Contractor is needed for an event within his/her own discretion.

2. Compensation. COUNTY shall pay Contractor for services rendered pursuant to this agreement, the sum of \$8.75 per hour. Contractor shall invoice County the Monday following any event that was worked at the Events Center. Said invoice shall provide the name of the event worked, the hours worked for said event, the amount due for each event, and the total due. Invoice shall be turned into either Operations Manager or Events Center Director and signed off by either the Operations Manager or Events Center Director prior to submittal to County Finance. Payment shall be sent to Contractor within ten (10) days of receipt of invoice.

3. Termination & Notice. This contract may be terminated at any time upon mutual consent of the parties or after ten (10) days notice of one of the parties, or immediately with cause upon written notice to the other party with said writing to the other party detailing the grounds of termination. Said notice shall be mailed by U. S. Postal Service to the following addresses:

Mike Aldridge, County Manager
Duplin County
P. O. Box 910
Kenansville, NC 28349
(910) 296-2104 telephone

_____ telephone

4. Contractor's Responsibilities. Contractor agrees to:
- a. Arrive at Events Center at time requested by Events Manager;
 - b. Provide manual labor associated with set-up and breakdown of all equipment for any Event, including but not limited to setting up chairs, tables, sweeping and so forth;
 - c. Keep grounds mowed and in appropriate appearance for any Event;
 - d. Clean restrooms sufficiently and appropriately ensuring that they are appropriately stocked and any trash is removed;
 - e. Assist any ticketed visitors with seating;
 - f. Provide ticket sales and ticket scanning;
 - g. Provide any cleaning as necessary to keep the Events Center in a clean and appropriate condition before, during and after events;
 - h. Prepare and serve food, drinks, and/or snacks as needed;
 - i. Assist with parking; and
 - j. Provide any appropriate assistance for Event as required.

5. Independent Contractor. Contractor is acting as an independent contractor and shall be solely responsible for payment of all required State and Federal taxes and for maintaining all required licenses to provide the contracted services. Contractor acknowledges he or she is not covered by the County's workers compensation or general liability insurance.

6. Indemnity. Contractor shall indemnify and hold harmless Duplin County, Duplin County Board of Commissioners, its agents and employees, against any loss and all claims, demands, causes of actions, or other liability, including attorneys fees, on account of contract or personal injuries or death or on account of property damages arising out of or relating to the work to be performed by Contractor, hereunder, resulting from the negligence of or the willful act or omission of Contractor.

7. Subcontracts. Contractor shall utilize no subcontractors for carrying out the services to be performed under this contract.

8. Binding Effect. This contract shall be binding upon the parties

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

County Finance Officer

Date

Code

STATE OF NORTH CAROLINA

COUNTY OF DUPLIN

E-VERIFY COMPLIANCE STATEMENT

WHEREAS, North Carolina General Statutes §153A-449(a) authorizes counties to contract with an individual or a private entity to carry out any public purpose that the county is authorized to engage in by law;

WHEREAS, North Carolina General Statute §153A-449(b) prohibits counties from entering into a contract with an individual or a private entity unless said individual or private entity and its subcontractors comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes;

NOW COMES _____, _____, being duly authorized to represent
Name Title
_____, and says as follows:
Company/Organization

1. I have submitted a bid for a product and/or service to Duplin County; or I desire to provide a product and/or service as described via a contract with Duplin County signed by both parties; or I desire to receive payment from Duplin County for providing services and/or products to Duplin County;
2. As part of my duties and responsibilities in accepting a check from Duplin County, I state that I am aware of and in compliance with the requirements of E-Verify, Article 2 of Chapter 64 of the North Carolina General Statutes, to include (mark the option that applies):

_____ I employ twenty five (25) or more employees in the State of North Carolina and after hiring an employee to work in the United States, I verify the work authorization of said employee through E-Verify and retain the record of the verification of work authorization while the employee is employed and for a period of one (1) year thereafter and as a part of my duties and responsibilities pursuant to said bid, service, and/or contract, I attest that to the best of my knowledge and belief, any subcontractors employed as a part of this bid, service, and/or contract are in compliance with the requirements of E-Verify, Article 2 of Chapter 64 of the North Carolina General Statutes; or

_____ I employ less than twenty-five (25) employees within the State of North Carolina and I do not retain subcontractor(s) to assist in the service or product that I provide to Duplin County; or

_____ I employ less than twenty-five (25) employees within the State of North Carolina and I employ a subcontractor and/or subcontractors to assist in the service or product that I provide to Duplin County, and as a part of my duties and responsibilities pursuant to said bid, service, and/or contract, I attest that to the best of my knowledge and belief, any subcontractors employed as a part of this bid, service, and/or contract are in compliance with the requirements of E-Verify, Article 2 of Chapter 64 of the North Carolina General Statutes; or

_____ I have no employees within the State of North Carolina and I do not retain subcontractor(s) to assist in the service(s) or product(s) that I provide to Duplin County.

3. The owner, representative and/or the company shall keep Duplin County informed of any change in its status pursuant to Article 2 of Chapter 64 of the North Carolina General Statutes.

This the ____ day of _____, 201_.

I, _____, serving as _____ for
Signature owner, president, etc.

Organization/Business
With my signature I state that I possess full authority to speak on behalf of myself or the Business afore identified.

Phone Number: _____

E-Mail: _____