



## Position Description

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Hub 757 is looking for an energetic individual to join our team. Located in the Harbour View area of Northern Suffolk, Hub 757 is the home of Believers Church, Oak & Lily Academy, and serves as an event center for the Greater Hampton Roads area. It is our pleasure to invite you to apply for the following:

***Title:***

Event Support Crew Member

Part-time: Hours and times vary per week

***Supervisor:***

Director of Events

***Responsibilities:***

Transition areas of Hub 757 for Events

- Event Set Up
  - Set the reserved space(s) for events based on client's requested set (diagrams will be provided)
  - Bring tables and chairs out of storage and set based on client's request
  
- Event Tear Down
  - Wipe down tables and chairs to ensure items are put away in good condition
  - Remove tables and chairs from reserved spaces following an event
  - Return items to storage or reset
  
- Additional Responsibilities
  - Monitor equipment to ensure all are in proper working condition

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***Qualifications:***

- Able to lift 50-75lbs
- Adhere to timelines in completion of set-ups
- Background Check required

Please send Application to [jamie.mitchell@hub757.com](mailto:jamie.mitchell@hub757.com)



## EMPLOYMENT APPLICATION

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

Name: \_\_\_\_\_

Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: (h) \_\_\_\_\_ (c) \_\_\_\_\_ E-mail: \_\_\_\_\_

Length of time at address listed above: \_\_\_\_\_

Position desired: \_\_\_\_\_ Date available to start \_\_\_\_\_

What hours and days are you available to work? \_\_\_\_\_

Are you legally eligible to work in the United States?  Yes  No  
*(Proof of eligibility will be required upon offer of employment)*

Are you over the age of 18?  Yes  No  
*(If no, you may be required to provide authorization from a parent or guardian)*

Have you ever applied to, or worked for, Believers Church?  
If yes, please give date: \_\_\_\_\_  Yes  No

### Educational Background

	Name/Location of School	Year Graduated	Degree	Areas of Concentration
High School				
College				
Other				



Employment History

(Please begin with most recent)

Employment Date (s)	Employer & Supervisor's Name	Address & Telephone Number	Job Title & Primary Responsibilities	Reason for Leaving

May we contact the employers listed above?  Yes  No

Please list any additional education, training, or skills that qualify you for the position to which you are applying.

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Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violations), including convictions based on a plea of guilty or no contest?

Yes\*  No

\*If "yes," please explain, including the nature of the offense, date, court location, and other information that would be helpful to us in considering your application.

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### Church Activity

Please list the churches you have attended over the past five years.

Church Name	Address/Location	Telephone Number	Date(s) Attended

### References

Please list three references (not related to you) that we may contact.

Name	Address and Telephone Number	Years Known/Relationship

Please provide any other information that you feel will help us in considering your application for employment:

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*Non-Discrimination Statement*

Hub 757 does not discriminate against job applicants or employees on the basis of race, color, national origin, gender, disability, age, or veteran status.

*Employment At Will*

Employment with Hub 757 is “at will” and not by contract either expressed or implied. This means that if you become employed at Hub 757, both you and the church are free to terminate the employment relationship at any time.

*Certification and Release*

By signing this job application, I certify that all the information I have provided is true and accurate to the best of my knowledge, and understand that misleading or false statements on this application may lead to a decision not to hire me or, if hired, to terminate my employment.

I hereby give Hub 757 permission to contact my previous or current employers, references, schools, and others concerning the statements in this application, and I hereby release all parties involved from any liability as a result of such contact.

I understand that if offered a position with Hub 757, I may be required to submit to a pre-employment medical examination, drug screening, and/or criminal background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests will result in withdrawal of an employment offer or, if already employed, termination of employment.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD, AND AGREE TO THE ABOVE STATEMENTS.

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Signature

Date