

ANNOUNCEMENT OF POTENTIAL OPENINGS
CARPENTERS TRAINING COMMITTEE FOR NORTHERN CALIFORNIA (CTCNC)
APPRENTICESHIP INSTRUCTORS

The Carpenters Training Committee for Northern California (CTCNC) is presently opening the application procedure for the position of **Carpenter Apprenticeship Instructors**. This process is intended to identify and refresh our list of candidates who are qualified to be considered for hire as an Apprenticeship Instructor.

POSITION DESCRIPTION: Under the direction of a CTCNC District Coordinator:

- Utilize the policies and practices of the Carpenters Training Committee for Northern California (CTCNC) to instruct apprentices in an assigned, prescribed curriculum, consisting of manipulative and classroom instruction, using objective-based instructional methods.
- Understand and agree, in writing, to abide by instructional rules and regulations of CTCNC and CTCNC's "Local Educational Agency" (LEA) with jurisdiction.
- Adapt appropriate methods and devices of teaching to meet the needs of apprentices consistent with prescribed curriculum. Provide and guide apprentices through all written curriculum materials.
- Maintain, emphasize, and enforce safe working conditions and practices.
- Maintain required attendance and evaluative records of apprentices and other related instructional support materials as required.
- Respect the right of apprentices to respond to issues and matters relevant to course material and instructional methods while maintaining control of class direction toward achievement of course goals and objectives.
- Maintain appropriate apprentice conduct, discipline and proper management of facilities, tools and equipment.
- Maintain and update professional knowledge and skills as a tradesperson and Apprenticeship Instructor.

QUALIFICATIONS & REQUIREMENTS:

Education Qualification

- You must have a High School Diploma, a GED, or equivalent.

Trade Experience Qualification

You must have seven (7) years within the last ten (10) years of verifiable employment in a UBC trade as a Journeyman under an appropriate United Brotherhood of Carpenters (UBC) recognized Collective Bargaining Agreement. Four (4) successful years in an approved Joint Labor-Management Carpentry Apprenticeship Program will be accepted in lieu of four (4) years of Journeyman level experience.

Additional Training Requirement

- CTCNC Apprenticeship Instructors may be required to attend ongoing professional development training.

ADDITIONAL DESIRED ABILITIES:

- Exceptional knowledge of the Craft
- Leadership qualities necessary to instruct, motivate and inspire apprentices
- Good verbal communication and demonstrative abilities
- Bilingual skills
- Teaching experience

How To Apply

Please submit the following four (4) documents no later than **Friday, August 25th, 2017** - which is the close of this application period. Documents postmarked after August 25th, 2017 will not be considered.

1. A single (1) page resume (printed on both sides is ok) that includes the following information in this order please:
 - Your contact information. (i.e. Name, UBC Member ID#, Local Union #, Address, Phone #'s, email Address, etc.)
 - Your educational background. (i.e. High School through any post-High School training and/or other education, including completion of an apprenticeship program)
 - A brief summary highlighting your work history.
 - Any additional personal pursuits or involvements you would consider relevant for consideration.
2. A current Department of Motor Vehicles (DMV) printout of your driving record. You can get this printout from any DMV office or online for a nominal fee.
3. A signed Certificate of Non-Disqualification per the Employee Retirement Income Security Act, as provided in this announcement.
4. A copy of your recent Northern California Pension Trust Fund statement. This will be used to verify your Trade Experience Qualification requirement.

Apprenticeship Instructor Wage Rates & Benefits

CTCNC Carpenter Apprenticeship Instructor wages and benefits are commensurate with NCCRC Carpenters Master Agreement Area 1 Carpenter Wage Rate. Wages are foreman scale after completion of a probationary period.

What You Can Expect Next:

After the close of the application period you will be contacted, by mail, indicating that you have or have not qualified for advancement to the next phase of our application process.

Return Application Documents To:

**Apprentice Instructor Selection Committee
Carpenters Training Committee for Northern California
2350 Santa Rita Road
Pleasanton, CA 94566**

Emailed and/or faxed applications will *not* be accepted.

Section 411 of the Employee Retirement Income Security Act, 29 U.S.C. Section 1111
NOTICE AND ACKNOWLEDGEMENT OF EMPLOYMENT/REPRESENTATIVE
DISQUALIFYING OFFENSES

The Carpenters Training Committee for Northern California is governed by Federal law. Section 411 of the Employee Retirement Income Security Act ("ERISA") prohibits it from employing or allowing any individual to serve as a representative, who, within the last 13 years, has been convicted of, or imprisoned for, any of the following offenses:

Robbery, bribery, extortion, embezzlement, fraud, grand larceny, burglary, arson, a felony violation of narcotics laws, murder, rape, kidnaping, perjury, assault with intent to kill, any crime described in section 9(a)(1) of the Investment Company Act of 1940, a violation of any provision of ERISA, a violation of section 302 of the Labor-Management Relations Act of 1947, a violation of chapter 63 of title 18 of the United States Code, a violation of section 874, 1027, 1503, 1505, 1506, 1510, 1951, or 1954 of title 18 of the United States Code, a violation of the Labor-Management Reporting and Disclosure Act of 1959, any felony involving abuse or misuse of a position or employment in a labor organization or employee benefit plan to seek or obtain an illegal gain at the expense of the members or the beneficiaries, or conspiracy to commit or attempt to commit any of the above crimes, or a crime in which any of the above crimes is an element.

In order to be considered for employment with the Carpenters Training Committee for Northern California, the following Certificate of Non-Disqualification must be submitted for further processing of your application.

CERTIFICATE OF NON-DISQUALIFICATION

I, _____, hereby acknowledge that I have received and read the above Notice and Acknowledgement of Employment/Representative Disqualifying Offenses, and I hereby certify under penalty of perjury that I have not been convicted of or imprisoned for any of the above disqualifying offenses within the immediate preceding 13 years.

Applicant's Signature

Date